

TYPE OF FORMS / ENCLOSURES REQUIRED & FEE STRUCTURE

S.NO.	PURPOSE	REQUIRED ENCLOSURES	FEE DETAILS (PROPOSED)	FORM
1.	Provisional Certificate (UG, PG & Diploma)	Copy of Grade Cards of all semesters	Rs.3000/-	E-1
2.	Ph.D. Provisional Certificate	Copy of Course Work Grade Card, Notification and Cash Payment original receipt	Rs.5000/-	E-1
3.	Convocation or Original Degree	Copy of Provisional Certificate & Cash Payment original receipt	Rs.6000/-	E-1
4.	Original Diploma Certificate	Copy of all Grade Cards or Copy of Provisional Certificate & Cash Payment original receipt	Rs.4000/-	E-1
5.	Academic Transcript	Copy of Grade Cards of all semesters	Rs.4000/-	E-1
6.	Academic Transcript Second copy or more	with hand written application	Rs.4000/- per copy	E-1
7.	Migration Certificate	Copy of final Degree or Grade Cards of all semesters	Rs.3000/-	E-1
8.	Character Certificate	Copy of final Degree or grade cards of final semester.	Rs.2000/-	E-1
9.	Duplicate Grade Card	Original FIR receipt or Affidavit on Rs.10 non-judicial stamp paper and Cash payment original receipt	Rs.3000/- Each.	E-1
10.	MOI Certificate	Cash Payment original receipt and final semester Grade card copy	Rs.2000/-	E-1
11.	Backlog Certificate	Cash Payment original receipt and all Grade card copy	Rs.2000/-	E-1
12.	CGPA Conversation Certificate	Cash Payment original receipt and final semester Grade card copy	Rs.2000/-	E-1
13.	Duplicate Original Degree	Copy of Original Degree, Original FIR receipt or Affidavit on Rs.10 non-judicial stamp paper and Cash payment original receipt	Rs.7000/-	E-1
14.	Course Completion Certificate	Cash Payment original receipt and final semester Grade card copy	Rs.2000/-	E-1
15.	Confidential Result/ Provisional DMC/ Grade Card	Cash Payment original receipt with hand written application	Rs.4000/-	E-1
16.	Showing of Answer Book	Cash Payment original receipt	Rs.1000/- per paper	E-2
17.	Paper Re-evaluation	Cash Payment original receipt	Rs.2000/- per paper	E-3
18.	Paper Re-checking	Cash Payment original receipt	Rs.1000/- per paper	E-3

19.	Re-appear Examinations	Cash Payment original receipt	Rs.1500/- per paper Maximum Rs.5000/- Semester per	E-4
20.	Mercy Chance Exam (Mercy chance only for final semester fail students)	Cash Payment original receipt with hand written application	Rs.2500/- Per paper Maximum Rs.10000/-	E-4
21.	Correction in Grade Card/DMC/Mark-Sheet	Cash Payment original receipt	Rs.1000/- Per Grade Card	E-5
22.	Correction in Degree	Original Degree with Cash Payment original receipt	Rs.3000/-	E-5
23.	LOR Certificate	Hand written application	Rs.1000/-	-
24.	Duplicate Admit Card	Cash Payment original receipt with hand written application	Rs.200/-	-
25.	Final Project/ Viva/ Thesis Submission (only final Sem.)	Cash Payment original receipt	Rs.5000/-	-
26.	Examination Fees	Cash Payment original receipt	Rs.6000/- Per year (2-Sem)	-
27.	Postal Charges	Rs.500/- (India) Rs.1000/- (Nepal) Rs.3000/- (out of India)		
28.	Verification Charges	Process on website available: - Verification through Email Only – ₹1,000 per documents Verification through Post (Within India) – ₹1,000 per document WES Verification (Outside India) – Additional ₹3,000		

1. The duly filled and signed application form shall be submitted to the Office of the Controller of Examination.
2. Payment of the prescribed fee shall be made only at the Accounts Department. The original fee receipt must be enclosed with the application form.
3. A self-attested copy of a valid Proof of Identity must be attached with the application.

Note: The procedure for submission of applications through the **online mode** is available on the University website.