

APPLICATION FOR THE TRANSCRIPTS

1. Name of Candidate : _____
2. Registration No. : _____
3. Programme : _____
4. Course duration in years : _____
5. Present Address : _____

Photograph

6. Contact No. / Mobile No. : _____

7. Detailed Information of Transcripts:

- a. Required sets of transcripts ☐
- b. Documents attached
- i. Mark sheet ✓ ☐
- ii. Grade sheet ✓ ☐
- iii. Degree Certificate ✓ ☐

8. List of original documents produced for verification (please tick ✓) Semester

Semester I / II / III / IV / V / VI / VII / VIII

9. If original documents not available, Verification charges to be paid (please tick ✓)

- a. 1 to 3 Years Rs.1500/- per semester ☐
- b. 4 to 10 years Rs. 2000/- per semester ☐
- c. 10 to 20 years Rs. 2500/- per semester ☐
- d. More than 20 years Rs. 4000/- per semester ☐

10. Payments details (Demand Draft in the name of SPCE, Exam Fund))

** For 3 sets Rs.2000/- , for additional set, Rs. 800/- per set.*

11. Fill out online payment details in below table.

Transaction No.	
Transaction Date.	
Receipt No. (for examination section)	
No of Sets	
Amount (in Rs.)	
Email id of candidate	

I have been a student of your College from _____ to _____ and
 passed B.E/B.TECH/M.TECH Examination in the year April/November _____
 Recommendation letter/Certificate from you for _____

Following is the records of academic performance from first year to final year for verification.

Academic Year	Class	Semester	Passed in Month & Year	Marks Obtained	Percentage / CPI	Remarks
	F.Y.B.TECH/ F.Y.M.TECH/ F.Y.M.E	I				
		II				
	S.Y.B.TECH/ S.Y.M.TECH/ S.Y.M.E	III				
		IV				
	T.Y.B.TECH/ T.Y.M.TECH/ T.Y.M.E	V				
		VI				
	FINAL YEAR B.TECH	VII				
		VIII				

Date and Place: _____

Signature of the Candidate

CERTIFICATE

This is to certify that Shri/ Smt./ Kum _____
 _____, Registration No. _____
 _____ Has been a bonafide student of this college during the academic year
 to _____ in Civil /Mechanical/Electrical Program. The scheme of
 instruction for this course is as per the enclosed transcript. The details of his/her elective subjects
 and the project are as follows:

PLEASE USE CAPITAL LETTER TO FILL FOLLOWING DETAIL'S

Elective: I _____

Elective: II _____

Project: _____

He / She is expected to appear for the Final Semester – VIII Examination scheduled to be held in
 _____ He/She appeared /passed the Final Semester –VIII Examination scheduled to be held in
 the month _____ Year _____.

Project Guide / Head of Department