****

 **NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

|  |
| --- |
| **Issue of Original Certificates**  |
|

|  |
| --- |
| 1. Original Certificate is issued to the passing out students during convocation.
2. If a student cannot attend the convocation, he/she (or their authorized person who may be a student/employee of the Institute) can collect the certificate personally from the Academics Section at a later date. Authorization should be through a written letter only (to be scanned and attached if requesting through email).
 |

 |

**Process for Issuance of Certificates/Transcript/Certificates to Passed out students**

|  |
| --- |
| **Issue of Provisional Certificates/Grade Cards/Transcript** |
|

|  |
| --- |
|  |
| 1. The Institute will notify the students on the issue of Provisional Certificate/ Grade Cards/ Transcript after the declaration of final semester results. If a student cannot collect it personally, he/she may authorize a student/employee of the Institute to collect the certificates personally from the AR (Academics) on his/her behalf. Authorization should be through a written letter only (to be scanned and attached if requesting via email). |

 |

|  |
| --- |
| **Issue of Duplicate Certificates/Grade Cards** /**Transcripts** |
|

|  |
| --- |
|  |
| Duplicate Certificates/ Grade Cards may be issued to students on request via application to the AR (Acad), if the student1. Loses the certificates/grade card and sends a report of the FIR lodged in the police station of the area where the student lost the certificate.
2. Accidentally damages the certificate/grade card beyond recognition and the student produces an affidavit made in a court of law declaring that he/she has accidentally (cause should be mentioned) damaged the original certificates/grade card beyond recognition
3. Accidentally damages the certificates/grade card which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the Institute.

If the Institute Authority is satisfied with the reason, the student is informed and the student pays **Rs.100** for **Duplicate Grade Sheets & Transcripts** & **Rs. 300** **for Certificates respectively**. It will be issued with the word ''Duplicate'' on it and authenticated by the signature and seal of the Registrar or Assistant Registrar (Academics). It can be collected from the Academic Section on information. |

 |

|  |
| --- |
| **Additional Amount to be Paid for Postage** |
|

|  |
| --- |
|  |
| **Original or Duplicate Grade Cards/Transcript/Certificates:*** + Within India Only
	+ Postal charge of Rs. 150/-. besides the duplicate document charge will have to be paid prior to posting.
 |

 |
| **Modes of Payment :** |
|

|  |  |
| --- | --- |
| Cash | If the ex-student or his authorized person can come to the Institute, the payment may be made to the Account in the Accounts Section of the Institute’s Administrative Building and copy of the receipt generated will have to be submitted to the Academics Section. |
| Bank Transfer |   |

 |