

राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY
RAIPUR
(An Institute of National Importance)

No. NITRR/R-I/2020/ 72

Date : 25/2/2020

PROCEDURE FOR GETTING TRANSCRIPT

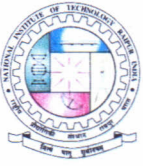
1. In order to get transcript from NIT -Raipur, the students are required to submit an application (in prescribed format given below) in person forwarded from HOD along with following documents:
 - a. Self Attested photocopy of Mark sheets (all semester).
 - b. Payment Receipt (Online Payment through SBI / HDFC available on the Institute website –www.nitr.ac.in)
 - c. Envelops (no of envelops required is as per the no. of transcripts required)
2. The fee for issue transcripts is Rs.1000/-+18% GST=Rs1180/- per set (5 copies).(Printing Charges)
3. Mode of Payment: The Transcript charges should be paid through online mode (SBI/HDFC) only. Link of online payment is available on the institute website (www.nitr.ac.in).
4. The application along with all required documents should be submitted at the Counter of Student Section of the Institute.
5. The transcripts will normally be issued within 7 working days of receipt of complete application supported with documents. However, any compelling circumstances, no specific time frame in issuing transcript(s) can be given. The individual can collect the transcript in sealed cover from Student Section of the Institute.
6. Letter of Authority in original along with the ID proof of the person authorized in case the applicant is deputing some person to receive the transcripts on his/her behalf.




Registrar
NIT-Raipur

Copy to:-

1. P.S to Director, NIT, Raipur
2. All Dean for information
3. All HOD for information & display it on Notice board
4. Student Section for necessary action.
5. Webmaster to publish the same on the Institute website.



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Date :.... /... / 2020

To
The Joint Registrar
National Institute of Technology-Raipur
Raipur, C.G

Subject: Application for Official Transcripts.

Sir,

I, the undersigned wish to apply for Transcript(s). My details for the transcript are as follows:

1. Name : _____
2. Father's /Mother's Name : _____
3. Enrollment No : _____
4. Roll No : _____
5. Name of the programme : _____
6. Branch/Discipline : _____
7. Year of admission : _____

9. Marks/SPI/CPI obtained:

Semester	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
SPI										
CPI										

10. Year of passing (in case of pass out students) : _____
13. Contact details : Mobile No. _____
: E-mail ID _____

14. If collecting the documents personally : YES / NO

15. If not whether "Letter of Authority" submitted : YES / NO

16. No. of Set required (note: One set = Five copies of Transcripts) :

17. Payment Details: Bank Name :....., Transaction/Ref details:.....Amount:.....

Certified that the particulars given above are true to the best of my knowledge and belief . I shall be liable for all action, if any fact stated above is found to be false.

Signature.....

Name:

Date:

Forwarded & Recommended by HOD:.....