



NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

(An Institute of National Importance)

No. NITRR/R-I/2020/280

Date :19/10/ 2020

Procedure for Apply Transcript

1. Fill up the online e-Transcript form at <https://mis.nitr.ac.in/TranscriptApplication.aspx> . (Click on the link).It is required to fill-in all details provided in the portal. Mandatory items are marked with an asterisk (*).

2. Enter your valid email and mobile number which will be used for the correspondence.

3. Essential documents:-

- Upload your All Semester Marksheets (1st to Last Semester as a single PDF document. Scan from Originals only will be accepted also to Scan and upload marksheets in Portrait format. Any other form (e.g. WES Form with reference number) which must be filled, signed and must included in PDF. While submitting PDF containing certificates, please see that all the documents are readable and 100% printable in A4 size.
- Upload valid photo ID Proof.
- Upload Letter of Authority 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.

4. After completion of the form click on the **Submit** button, the details of the fee along with the Payment Options i.e. PAY GATEWAY shall be available on the screen.

The fee for issue transcripts is Rs.1000/-+18% GST=Rs1180/- per set (5 copies). (Printing Charges)

5. After successful payment a confirmation notification will be send to the registered email id. In case of any payment error due to any network/connectivity issues, it may take 2-3 working days to confirm the transaction by reconciliation with the bank.

6. 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. The Applicant will receive a notification after approval of the transcript on his/her mobile number.

7. Once an application is made, it cannot be withdrawn / cancelled. No refund will be initiated under any circumstances.

In case of any queries, please send in your queries to studentsection@nitrr.ac.in or call the Student Section on the following contact numbers: +91-9981544944 (Monday to Friday).

**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. Web master to publish the same on the Institute website.