

INSTRUCTIONS FOR OBTAINING OFFICIAL TRANSCRIPTS

The following documents shall be furnished along with the prescribed application (available on VNIT Website).

1. Xerox copies (to be attested & verified by the Assistant Registrar (Exam.)) of Mark Sheets / Grade Cards from First to Final Year / Semester.

or

Original copies of Mark-Sheets / Grade Cards from First to Final Year / Semester – for verification (Originals will be returned immediately after verification) to be shown in Registrar Office.

2. The receipt (in original) of the fees paid in Institute Account (The Challan for payment of fees shall be obtained from Accounts Section) to be submitted to concerned person in Academic Section along with prescribed application, duly affirmed.
3. Fees chargeable (w.e.f. 16.08.2007)
 - i) First four sets: ₹ 800/-
 - ii) Every subsequent set: ₹ 100/- per set
4. The student is eligible for payment of additional set at the rate of ₹ 100/- per set for period of 12 months (from the date of issue of first transcript) only.
5. Transcripts will be issued within 15 days from the date of submission.
6. Transcripts should be verified personally by the individual student or authorized person to ensure its correctness.