



\* For S. no. (v) & (vi):

*Year of admission	Branch	Examination last appeared/Passed	Month	Year	Result	Enrolment no.

*Marks/SGPA/CGPA obtained	Semester	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
	SGPA										
	CGPA										

*Semester(s) of which duplicate Corrected Mark-sheet/Grade sheet required											

If collecting the documents personally	Y/ N		If No, whether "Authority Letter" in prescribed format has been submitted	Y/N	

**Note: Please ignore which is not applicable**

Date \_\_\_\_\_

Yours Faithfully

Place \_\_\_\_\_

Name and Signature of Student/Applicant

**Certificate to be recorded by Office of Academics & Examination**

Certified that the eligibility for award of Degree Certificate/Migration/ Duplicate mark sheet/ Transcript/ Education verification/Any other desired relevant certificate has been checked with the original of concerned Certificates, mark sheet, office of record of institution and found correct. Necessary documents along with appropriate fees receipt is attached with the application form. The candidate may be issued the desired relevant certificate.

**Signature of Prof. I/c (Exam) or AR (Exam)**

**Note:**

Issue of Transcript/ Degree Certificate/Migration/ Duplicate mark sheet/ Education verification/ any other desired relevant certificate will require minimum 14 working days from the date of submission of complete application with requisite fees, all enclosures and relevant postal charges(if any).

**Processing Fees, Postal charges and Other Enclosures required to be submitted along with the Application form**

S.No.	Document Required	Enclosures	Processing Fees	Postal charges (as applicable if any)
1	Degree/ Duplicate Degree/ Correction in Degree(after 1 month of convocation)	1. Copy of final year self-attested mark sheet 2. FIR copy/ Police intimation copy for duplicate degree 3. Original Affidavit by Notary on Rs.100 stamp paper for Duplicate Degree	Degree fees Rs. 1000/- Duplicate degree fees Rs. 1500/- Correction in Degree fees Rs. 1500/-	Rs.200/- within India (Speed Post)
2	Migration	1. Original final year Mark sheet to be brought at the time of collecting Migration/ Transfer certificate 2. Copy of the final year self-attested mark sheet 3. FIR/ Police intimation copy for duplicate migration/Transfer certificate 4 Original Affidavit by Notary on Rs.100 stamp paper for Duplicate migration/Transfer certificate	Migration fees Rs. 500/- Duplicate migration fees Rs 1000/-	Not to be posted
3	Transcripts	1. Self attested copy of mark sheets of all semesters 2. Copy of degree	Rs 2000/- for <b>FIVE</b> copies	Rs.200/- within India (Speed Post)
4	Duplicate mark sheet/ grade sheet/ Correction or changes in per Marksheet (after 1 month of print date)	1. Original affidavit by Notary on Rs.100 stamp paper 2. Original Police intimation copy/FIR copy 3. Photocopy of required mark-sheet/grade-sheet	Rs. 500/- for each mark-sheet/grade-sheet. Correction fees Rs. 500/- for each mark-sheet/grade-sheet	Not to be posted
5	Verification of student education	1. Copy of final semester self-attested mark sheets <b>and</b> Copy of degree	Rs. 1000/- per student	By E-mail
5	Medium of Instruction Certificate	1. Copy of final semester self-attested mark sheets <b>OR</b> 2. Copy of degree	Rs. 500/-	By E-mail
6	Conversion Certificate GGPA to % Age	1. Copy of final semester self-attested mark sheets <b>OR</b> 2. Copy of degree	Rs. 500/-	

**Note:**

\*Students admitted from year 2017 onwards need not pay fees for Original degree & Migration/Transfer Certificate (as necessary fees have been deposited at the time of admission). However separate fees have to be paid for getting duplicate/ corrected documents of the same.

\*Please pay requisite fees and postal charges (as applicable) SBI collect/IMPS/NEFT and send scanned copy of payment slip with final year mark sheet.

\*Issue of Transcript/ Degree Certificate/Migration/ Duplicate mark sheet/ Education verification/ any other desired relevant certificate will require minimum 14 working days from the date of submission of complete application with requisite fees, all enclosures and relevant postal charges(if any).

\*Original Degree will only be handed over to student or his parents else it will be sent by post.

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL

PIKE/590

OFFICE OF EXAMINATIONS

Date: 15<sup>th</sup> January 2020

**ORDER**

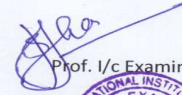
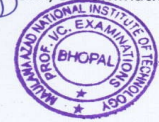
In accordance with the 38<sup>th</sup> Senate meeting held on 05<sup>th</sup> November 2019 decision vide item S-38.2019-IV-2.6 and subsequent approval of 41<sup>st</sup> finance meeting and 59<sup>th</sup> BOG held on 28<sup>th</sup> December 2019, the following rates are effective from 15<sup>th</sup> January 2020.

S.No.	Type of Work	Approved Rates
1.	Degree Fee	1000.00
2.	Duplicate Degree	1500.00
3.	Correction in Degree (after 1 month of convocation date )	1500.00
4.	Duplicate per Marksheet	500.00
5.	Correction/any changes in per Marksheet (after 1 month of print date)	500.00
6.	Migration Fee	500.00
7.	Duplicate Migration	1000.00
8.	Verification for Student Education	1000.00 per student
9.	Transcript	2000.00 (5 copies)
10.	Conversion certificate (GGPA to %)	500.00
11.	English language certificate	500.00

Authority: Registrar dated 15/01/2020

Copy to:

Notice Board, Institute Website  
All Deans/HODs/Section Heads  
AR (Admission), AR (Accounts)  
Dean Academic , Registrar  
PA to Director for kind information


  
Prof. I/c Examinations  


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- > User: The beneficiary making a payment to F/C/I for the services/goods availed.
- > Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- > In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

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(Click Check Box to proceed for payment.)

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State Bank Collect 04-Jan-2023 [12:28 PM IST]

Select State and Type of Corporate / Institution

State of Corporate / Institution \*

Type of Corporate / Institution \*

[Go](#)

- Mandatory fields are marked with an asterisk (\*)
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Select from Educational Institutions

Educational Institutions Name \*

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or

Maulana Azad  
National Institute of Technology  
Bhopal-462051

Phone No. 0755-2670900  
Details of Bank Account:

Fax No.0755-2670562

S.NO	Particulars	Details
1	Name of payee as in Bank Account	Director MANIT-Bhopal
2	Address	MANIT-Bhopal
3	Name of the Bank	State Bank of India
4	Bank Branch	MANIT-Bhopal
5	Bank Account Number	10020150107
6	Account Type	Current
7	IFSC Code	SBIN0001608
8	MICR Code	462002014
9	IBAN Number	SBININBB268
10	Bank Telephone	0755-4237013, 0755-4237919
11	TAN No.	BPLM03951D
12	PAN No.	AAATD5152E
13	TIN No.	79174000392
14	GSTIN	23AAATD5152E1Z9

Note: For Electronic Transfer there should be clear narration while doing transaction for what purpose this amount is being transfer and by whom otherwise amount not taken in to books of account and if any difficult call to under signed.

(Rajesh Lokhande)  
Asstt. Registrar(A/cs.)  
Ph.0755-4051042

**Authority Letter**

To  
Professor In charge (Academics & Examination)  
Office of Academics & Examination  
MANIT Bhopal

**Subject: Regarding Authority Letter to  
collect document(s)Dear Sir/Madam,**

I {Name of the student/applicant} (Scholar No: ) hereby authorize  
{Name of the authorized person} (whose signature are attested below) to act as my  
representative and collect following document(s)on my behalf from Office of Academics &  
Examination, MANIT Bhopal.

**(Please ✓ whichever is applicable)**

i	Issue of Duplicate degree/Corrected degree	v	Transcripts
ii	Issue of Migration/Transfer Certificate	vi	Issue of Medium of Instruction Certificate
iii	Issue of Duplicate Migration/Transfer Certificate	vii	Conversion Certificate GGPA to % age
iv	Issue of Duplicate/Corrected mark sheets/ grade sheet(s)	viii	Any other document related to exam, please specify

Further, to state Mr/Ms.{Name of the authorized person } is my {mention your relationship  
with the authorized person}. In this respect a copy of my identity proof and attested identity  
proof Mr/Ms.{Name of the authorized person } is enclosed with the application for  
verification at your end.

\_\_\_\_\_  
**Signature of the Authorized person**

Thanking You

Date:

Sincerely

Place:

Name &  
Sign.(Student/Applicant)

**Enclosures:**

- a) Copy of Aadhar card of {Name of the Student/Applicant}
- b) Copy of Aadhar card of {Name of the Authorized Person}

**Note: Original Degree will only be handed over to student or his parents else it will be sent by post**