

F.No. IIT MANDI/ACAD/N-10/2014/286

Dated: April 25, 2014

## NOTIFICATION

On the approval of the Competent Authority to the recommendations of the Dean's Committee in its meeting held on 03<sup>rd</sup> April, 2014, the following charges are to be levied for obtaining various certificates and documents from Academic Section of the Institute:

Sl.No.	Document	Charges (in Rupees per copy)	Postage		Tentative Time required to prepare the document
			To be sent	Charges	
<b>After completion of Degree requirements</b>					
1	Provisional Certificate	Free	to within India	Free	NA
			Abroad	1500	
2	Duplicate Provisional Certificate	100	to within India	100	02 days
			Abroad	1500	
3	Degree Certificate - in person	Free	NA	NA	NA
	Degree Certificate - in absentia	Free	to within India	200	
			Abroad	1500	
4	Certified Copy of the Degree Certificate	1000	to within India	100	02 days
			Abroad	1500	
5	Duplicate Degree Certificate	2000	to within India	100	20 days
			Abroad	1500	
6	Transcript (One complimentary copy will be issued to the graduating students)	Free	to within India	Free	NA
		Free	Abroad	1500	
7	Additional Transcript	300	to within India	100	03 days
			Abroad	1500	
8	Duplicate Grade Card	200	to within India	100	02 days
			Abroad	1500	
9	Verification of Degree Certificate, Transcript, Grade Card, JEE rank, Membership of any Institute body*, etc. (for each individual certificate)	750	to within India	100	05 days*
			Abroad	1500	
			via Email	NA	
<b>Before completion of Degree requirements</b>					
1	Duplicate Identity Card	200	Will not be mailed		20 days
2	Transcript	100	to within India	100	03 days
			Abroad	1500	
3	Verification of JEE rank, Grade Card, Membership of any Institute body*, etc. (for each individual certificate)	100	to within India	100	05 days *
			Abroad	1500	
			via Email	NA	
4	Duplicate Grade Card	50	to within India	100	02 days
			Abroad	1500	
5	"Bonafide Student" Certificate	20	to within India	100	02 days
			Abroad	1500	
6	Certificate of medium of instruction in English	Free	to within India	100	02 days
		Free	Abroad	1500	

\* subject to the availability/confirmation from concerned departments/sections.

**Note:** i) Charges for any other document not listed above shall be recommended appropriately and will be levied after obtaining Director's permission.  
ii) The relevant details regarding procedures and process for obtaining of certificates and documents is uploaded on the Institute's website.  
iii) The mentioned charges are valid till the next review.

  
(VIVEK TIWARI)

Asst. Registrar-Academics

**Copy To:**

1. P.S. to The Director for Director's kind information.
2. Dean (Academics), Dean (Student Affairs).
3. Finance & Accounts Officer.
4. All students (via e-mail)/Notice boards.
5. Institute Website (WING).
6. Guard File.