NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA BARJALA, JIRANIA, TRIPURA WEST – 799046

SOP for Acquiring the Required Academic Documents (Related to Examinations)

INDIAN INSTITTUE OF INFORMATION TECHNOLOGY AGARTALA MAY FOLLOW THE SAME FOR ACQUIRING THEIR ACADEMIC DOCUMENTS

SL. NO.	Document Details	Application Fee (INR)	Processing Time (No of Working Days Required)	ApplicationProcedure	Mode of Delivery
1	Mark Statement	Rs.50/=	3	Go to your MIS Account>Online Payment >Common payment Interface>Mark Statement charges	Through email registered in MIS
2	Statement of Grade	FREE	N.A.	Student can directly download the same from his / her MIS Account	
3	Transcript	Rs.500/=	7 (For admission batch 2011 and after) 15 (For admission batch 2010 and before)	Go to your MIS Account>Online Payment >Common payment Interface >Transcript charges (and choose the mode of delivery)	Digital Copy: through Email registered in MIS. Paper Copy: Physically collect from Examination Section in person or through departmental Faculty advisor / Member
4	Rank Certificate	Rs.50/=	3	Go to your MIS Account>Online Payment >Common payment Interface >Rank Certificate charges	Through email registered in MIS
5	Grade Card	Nil	Around 45 days post Result Publication	N.A.	A separate Notice will come and it will be distributed from the respective Department. You may also download your grade card from Digilocker after approximate 60 days of result publication.
6	Duplicate Grade Cards	Rs.500/=	7 days for duplicate	Go to your MIS Account>Online Payment >Common payment Interface>Duplicate Grade card charges. Upload the FIR Copy in the below link Online Payment> Supportive Document Upload Also attach the GD / FIR Copy of missing diary.	Physically collect from Examination Section in person or through departmental Faculty advisor /Member
7	CGPA to Percentage Conversion Certificate	Rs.50/=	3	Go to your MIS Account>Online Payment >Common payment Interface>CGPA to Percentage Conversioncharges	Through email registered in MIS
	Transfer cum Migration Certificate	Rs.300/=	3	Send an email to exam.nitagartala@gmail.com along with application and payment receipt.	Physically collect from Examination Section in person or through departmental Faculty advisor /Member
8	Duplicate Migration Certificate	Rs.300/=	7 days for duplicate	Go to your MIS Account>Online Payment >Common payment Interface>Duplicate Migration charges. Upload the FIR Copy in the below link Online Payment> Supportive Document Upload Also attach the GD / FIR Copy of missing diary.	Physically collect from Examination Section in person or through departmental Faculty advisor /Member
9	Medium of Instruction Certificate	Rs.50/=	3	Send an email to exam.nitagartala@gmail.com along with application and payment receipt.	Digital Copy: through Email registered in MIS. Paper Copy: Physically collect from Examination Section in person or through departmental Faculty advisor /Member
10	Duplicate Degree Certificate	Rs.1500/=	30 days for duplicate	Go to your MIS Account>Online Payment >Common payment Interface>Duplicate Degree charges. Upload the FIR Copy in the below link Online Payment> Supportive Document Upload Also attach the GD / FIR Copy of missing diary.	Physically collect from Examination Section in person or through departmental Faculty advisor /Member
11	Duplicate Character Certificate	Rs.50/=	7 days for duplicate	Go to your MIS Account>Online Payment >Common payment Interface>Duplicate Character charges. Upload the FIR Copy in the below link Online Payment> Supportive Document Upload Also attach the GD / FIR Copy of missing diary.	Physically collect from Examination Section in person or through departmental Faculty advisor /Member

* For Duplicate a copy of GD / FIR need to be attached with the application

Note:

Mark statement is not for the students who have already graduated.

Statement of Grade will display all the grades secured in each subject, SGPA, CGPA, Date of Examination and Date of Result PublicationMark Statement will only show the SGPA, CGPA and Number of Backlogs of each semester up to which one has been promoted.

Transcript is issued to each student both graduated and current students. Rs.500 is the minimum fee against which 5 set of paper copy or digital copy of Transcripts will be issued. For each additional paper copy Rs.100/= per set needs to be paid.

Postal Delivery of Academic Document is Prohibited as per order. Either the applicant can visit the Exam Office and collect the document. Or departmental Faculty advisor / Member can collect.