



**NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA**  
**BARJALA, JIRANIA, TRIPURA WEST – 799046**  
**SOP for Acquiring the Required Academic Documents**  
**(Related to Examinations)**

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

SLNO	Document Details	Application Fee (INR)	Processing Time (No of Working Days Required)	Application Procedure	Mode of Delivery
1	Mark Statement	Rs.50/=	1	Go to your MIS Account > CPI > Mark Statement charges	Sent to the Email Provided.
2	Statement of Grade	FREE	1	<a href="https://tinyurl.com/yu5kag79">https://tinyurl.com/yu5kag79</a>	
3	Transcript	Rs.500/=	7 (For admission batch 2011 and after) 15 (For admission batch 2010 and before)		DIGITAL COPY: EMAIL PAPER COPY: FROM EXAM OFFICE
4	Rank Certificate	Rs.50/=	2		Go to your MIS Account > SBI Epay > Online Payment > Common Payment Interface > Choose Rank Certificate(Dept / Inst) and apply
5	Grade Card/ Duplicate Grade Cards*	Rs.500/= (if Duplicate)	After 45 days of Result Publication/7 days for duplicate	A separate Notice will come, and it will be distributed from the respective Department. You may also download your grade card from <b>Digilocker</b> after 60 days of result publication. (For Duplicate within 7 days hard copy will be ready and need to be collected from Exam Office)	
6	CGPA to Percentage Conversion	Rs.50/=	3	<a href="https://tinyurl.com/yu5kag79">https://tinyurl.com/yu5kag79</a>	Sent to the Email Provided.
7	Migration/Transfer cum Migration/Duplicate Migration*	Rs.300/=	2		
8	Medium of Instruction	Rs.50/=	3		
9	Degree Certificate/ Duplicate Degree Certificate*	Rs.1500/=	15		To be collected from Exam Office
12	Duplicate Character Certificate*	Rs.50/= (if Duplicate)	2		

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

Note:

Mark statement is not for the students who have already graduated. They can apply for statement of grade.

Statement of Grade will display all the grades secured in each subject, SGPA, CGPA, Date of Examination and Date of Result Publication

Mark 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 sets of Transcripts will be issued. For each additional set 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 His/her

Faculty Member can collect. Or his juniors/friends can collect provided he/she take the permission from Associate Dean Examinations

For any problem/confusion email at: exam.nitagartala.at@gmail.com

