

FEE DETAILS

- For position/topper certificate : **₹270/-**
 - Position Certificate for second time : **₹1575/-**
 - Position Certificate for third time : **₹2100/-**
- Semester mark list for each semester : **₹135/-**
- Duplicate Mark list/ Grade Card : **₹460/-** for each Mark list/Grade Card
 - Duplicate Mark list/ Grade Card for second time : **₹1575/-** for each Mark list/Grade Card
- For official transcript :
 - For programmes with 4 or more years' duration : **₹7665/** +Postal Charge (*if Outside India*)
 - For all other programmes : **₹5115/-** +Postal Charge (*if Outside India*)
 - Search fee at the following rates for official transcripts irrespective of the number of copies to be issued
 - Up to 3 years of passing the examination : **₹270/-**
 - After 3 years and up to 10 years of passing the examination : **₹520/-**
 - After 10 years of passing the examination : **₹970/-**
- Fee for cancellation of programme registration and examination registrations (Under Graduate and Post Graduate : **₹1925/-**
- For issuing duplicate hall ticket : **₹ 50/-**
- Fee for statement of marks issued to candidates who have not passed but completed the Course : **₹270/-**
- Search fee/ additional late fee for issuing Provisional Certificate after one year from the completion of the programme : **₹270/-**
- Fee for name correction in the Grade Cards, Mark lists and Degree Certificates (for each document of all programmes), irrespective of the year of registration and the circumstances which necessitated the correction.
 - Within one year of issuance of Grade card/ Mark list/ Degree Certificate : **₹145/-**
 - After one year and up to 3 years of issuance of Grade card/ Mark list/ Degree Certificate : **₹330/-**
 - After 3 years and up to 10 years of issuance of Grade card/ Mark list/ Degree Certificate : **₹650/-**
 - After 10 years of issuance of Grade card/ Mark list/ Degree certificate : **₹1290/-**
- Fee for name correction in Online Registration : **₹145/-**
- Fee for changing name in College records before printing Grade card : **₹145/-**
- Additional Data Processing fee for conduct of One Time Supplementary Examination of candidates : **₹2100/-** per candidate
- Fees for correcting personal information such as email, phone number, date of birth, address, etc. of students in the College records : **₹145/-**
- For duplicate consolidated mark list or grade card : **₹1575/-**
- Late fee from candidates who submit the request for award of grace mark :
 - After one week from the last date of the application : **₹500/-**
 - After six months from the last date of the application : **₹1000/-**
- For backlog certificate : **₹150/-**