



Processing Time & Fees for Collection of Certificates / Exam Fees

Sl No.	Document	Fees	Processing Time
A	Examination Fees		
1	Examination Fee for UG Students	NIL	-
2	Examination Fee for PG Students	NIL	-
3	Make-Up Examination Fee for UG Students	Rs.1000 per course	15 days from date of circular
4	Make-Up Examination Fee for PG Students	Rs.1000 per course	15 days from date of circular
B	Certificate Fees		
1	Issue of Name Correction in Grade Card	Rs.200.00	1 week
2	Issue of Name Correction in Degree Certificate	Rs.2,000.00	1 week
3	Provisional Degree Certificate (PDC)	NIL	15 working days from date of result
4	Issue of Name Correction in Provisional Degree Certificate	Rs. 500/-	1 week
5	Provisional Degree Certificate: Duplicate	Rs.1,000.00	2 weeks after the results
6	Grade Review	Rs. 1000 (Per course Grade Review)	5 working days of result declaration
7	Grade Appeal	Rs. 1000 (per course)	5 working days after Grade Review result declaration by HoD/Dean
8	Verification of Genuineness of Documents for verification through NAD portal	Rs.1,000.00	1 week
9	Issue of Official Transcript	Rs. 1000 + Rs. 250 Per additional set	Minimum of 2 weeks from date of application
10	Issue of Duplicate Grade Card	Rs.1,000	2 weeks
11	Issue of Duplicate Degree Certificate	Duplicate Degree Certificate Fees Rs. 2000 + Rs. 200 penalty per each year	2 weeks
12	Degree Certificate Issued under Tatkal scheme	Rs.5,000.00	2 weeks
13	Rank Certificate	Rs.500.00	3 working days
14	CGPA Conversion Certificate	Rs.200.00	3 working days
15	Any other Certificate	Rs.200.00	3 working days