

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
INDIA

OFFICE ORDER

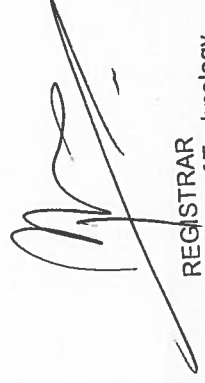
Date: 09/12/2014

No: NITD/Reg/OR/2014/12

Sub: ISSUANCE OF ACADEMIC DOCUMENTS


The Board of Governors of National Institute of Technology Durgapur in its 33rd meeting held on June 14, 2014 vide item no. 33.03 has approved revision of fee structure for obtaining academic documents from The National Institute of Technology Durgapur which are as follows:

SL. NO	Academic Documents to be issued	Procedure for issuance	Fee required	Approximate time for issuance
01	<ul style="list-style-type: none"> • Registration Certificate • Identity Card • Grade Card • Provisional Certificate • Degree Certificate (original) 	A registered student should produce his/her original admission letter, Identity card, Examination admit card at the time when it is notified for issuance by the academic section. Degree Certificate is issued only during the convocation of the Institute.	Free of cost	-
02	Migration Certificate (original)	Apply in a prescribed format. A pass out student should submit his/her original Registration Certificate along with self-attested photocopy of final semester mark sheet. However the original final semester mark sheet must be shown at the time of submission of application to the Dealing Assistant.	INR ₹ 1000=00	One week
03	Identity Card (Duplicate)	Apply in a prescribed format. Fill up the Institute information sheet. Lodge a complaint (FIR/GDR) with the police. Get a non-traceability certificate from the Police. Submit all the above documents to the Dealing Assistant (FIR/GDR/non-traceability certificate must be submitted in original).	INR ₹ 500=00	Three weeks



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Mehatma Gandhi Avenue
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		Four weeks
04	Registration Certificate (in one Duplicate Copy)	INR ₹ 500=00 (for existing student) ₹ 1000=00 (for pass out students)
05	Grade Card (one Duplicate Copy of one semester)	INR ₹ 1000=00 (for existing student) ₹ 2000=00 (for pass out students)
06	Certificate (one original copy) Character Certificate Studentship Certificate etc.	INR ₹ 1000=00 (for existing student) ₹ 2000=00 (for pass out students)
07	Degree Certificate (for one Duplicate)	INR ₹ 3000=00



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08	Bonafide Certificate (for existing students)	Apply in a prescribed format. Attach self-attested photocopy of Institute identity card. Application should be forwarded by the Head of the Department (other than 1 st year students). Must attach a self-attested photocopy of Institute semester registration fee receipt (tuition fee & other compulsory fee deposit). For 1 st year student, self-attested photocopy of admission letter is to be attached. For foreign students, self-attested Photocopy of Valid Passport/Valid Visa (self-attested) must be attached. All original must be shown to the Dealing Assistant during submission of application.	INR ₹ 200=00 (for a set of six per semester)	Two weeks
09	Transcript (one set of three)	Apply in a prescribed format. Attach self-attested photocopy of Institute registration certificate, Grade Cards of all semesters, Proof of identity and one legible print out of semester wise subject code with subject name in a single A4 paper, self-attested photocopy of Degree Certificate/Provisional Certificate. Original must be shown during the time of submission of application to the Dealing Assistant.	INR ₹ 1000=00 (for existing student) ₹ 2000=00 (for pass out students)	Two – Three weeks
10	Verification of Degree Certificate / Forwarding Certificate to VFS (for one such verification)	Apply in prescribed format. Attach self-attested photocopies of Registration Certificate, Grade Cards of all semesters, Provisional Certificate / Degree Certificate. Original Certificate must be shown to the Dealing Assistant at the time of Submission of Application.	INR ₹ 2500=00	Two – Three weeks

N.B.: Salient Features:

1. At the time of submission of all documents as mentioned above attachment of the counterfoil of the Bank draft / Cash receipt with the application are mandatory in nature failing to which the required academic documents may not be issued.
2. Application form, Fee receipt Challan, Format of Undertaking, Non traceability certificate from Police is available in the Institute website.
3. Application form must be filled up in all respect. Blank space without proper information may lead to non-supply of documents.
4. Application must be enclosed with all necessary documents / attachments as mentioned, which are mandatory in nature.
5. Original documents must be shown to the Dealing Assistant at the time of submission of application.
6. Issuance of academic documents before the academic year of 2004 – 2005 (admission year) are not undertaken by the National Institute of Technology Durgapur.

Modes of Payments:

1. Cash deposit in the SBI Bank at NIT Durgapur in prescribed payment slip.



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2. Demand Draft drawn in favour of NIT Durgapur and payable at Durgapur. Demand Draft may be made in any bank having a branch in Durgapur. Our preferred banks are State Bank of India and Canara Bank.

Important Instruction:

1. Any faculty member of the Institute can attest grade cards, certificates etc. issued by the Institute.
Attestation shall not be done by any official attached/associated with the Academic Section.
2. Original degree certificate is issued to the passing out students during convocation. If a student cannot attend the convocation, he/she or his/her parents (having photo identity and authorization), or a faculty member of this Institute can collect the certificate personally from the Academic Section at a later date. Authorization should be through a written letter. If a student neither can attend the convocation nor can collect the degree certificate personally, the Institute may send it by Registered Post/Speed Post to the student address provided the student request in written in the application to send the document by post. The student shall submit one full size self-attested envelope along with requisite postal stamps for Registered Post/Airmail/Speed Post. The Institute is not responsible for the safe passage and delivery of the certificate. The certificate will not be issued to another student even he/she is authorized.
3. The documents as mentioned above will be issued to the students/pass out student concerned or parents of the student/pass out student concerned on production of authorization and proof of identity or any faculty member of the Institute. The Institute may send it by Registered Post/Speed Post to the student address provided the students requests in writing in application to send the document by post. The students shall submit a self-address envelop along with requisite stamps of Registered Post/Airmail/Speed Post for the purpose. The Institute is not responsible for the safe passage and delivery of the documents.

This issues with the approval with the competent authority.



Registrar

REGISTRAR
National Institute of Technology
Mahatma Gandhi Avenue
Durgapur, West Bengal, INDIA

- Copy to: 1) Director
2) All Dean (s)
3) All HOD (s)
4) Director Secretariat
5) Registrar Secretariat
6) Institute website – in General Notice Display
7) File copy

Format for non-traceability certificate (to be issued by the Police Authority):

NON-TRACEABILITY CERTIFICATE

Date:

This is to certify that a case/report of missing was received from
..... Son / Daughter of

Shri / Smt residing at

..... regarding the complaint reported that the applicant lost
..... In this connection, all possible steps were taken to trace the missing documents
..... dated.....

and till date is/are not traceable. The missing report was also registered in Crime and Occurrence Sheet No.....

Signature of Inspector/Sub-Inspector/Duty Officer with office seal.



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PROFORMA OF UNDERTAKING:

I Son/Daughter of
aged about years and residing at

do hereby solemnly affirm and sincerely state as follows.

I state that I have lost my
given in the year and if I do manage to recover to find the original I shall return the duplicate
..... to the concerned authorities at National Institute of Technology Durgapur.

The above mentioned facts are true and correct to the best of my knowledge information and belief.

Place:
Date:



Signature of the Applicant
Roll No:
Registration No.:

REGISTRAR
National Institute of Technology
Maharaja Pratap Singh
Durgapur - 726 001 (W.P.) INDIA

Date : _____



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
APPLICATION FOR ISSUANCE OF ACADEMIC DOCUMENTS
(to be filled up in BLOCK Capital only)

(All concerned are advised to go through the details of Institute Office Order NITD/Reg/OR/2014/12 dated 09/07/2014 available in Student Notice Board of Institute Website)

NAME OF THE APPLICANT : _____

M	F
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NAME OF THE FATHER : _____

INSTITUTE ROLL NO. : _____ INSTITUTE REGISTRATION NO. : _____

PRESENTLY STUDYING IN WHICH SEMESTER / PRESENT OCCUPATION : _____

ADDRESS _____

CELL PHONE NO. : _____

SL. NO.	DOCUMENT REQUIRED	DOCUMENTS ENCLOSED AS PER SAID OFFICE ORDER	PURPOSE OF REISSUANCE OF DOCUMENTS	NO. OF SETS	BANK DEPOSIT DETAILS

Received by : _____ (Dealing Assistant of Academic Section)

Received on Date : _____

Full Signature of the Applicant

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Received an application for issuance / reissuance of _____

from _____

with appropriate fee receipt

Date of Receipt :

REGISTRAR
National Institute of Technology
Mahatma Gandhi Avenue

Signature of the Dealing Assistant

COPY FOR BANK

Date: _____

NIT DURGAPUR
 INSTITUTE FEE
 PAY TO NIT DURGAPUR
 A/c No.: 30759768090
 SBI, NIT (CODE : 2108)

BY _____ (Name of the Student)

Roll No. _____

Registration No. _____

Details	Rate	No.	TotalAmt.
TOTAL			

Rupees _____

Draft No. _____ Date _____

By _____ (Signature of Student)

Signature of Cashier of Bank: _____

COPY FOR INSTITUTE

Date: _____

NIT DURGAPUR
 INSTITUTE FEE
 PAY TO NIT DURGAPUR
 A/c No.: 30759768090
 SBI, NIT (CODE : 2108)

BY _____ (Name of the Student)

Roll No. _____

Registration No. _____

Details	Rate	No.	TotalAmt.
TOTAL			

Rupees _____

Draft No. _____ Date _____

By _____ (Signature of Student)

Signature of Cashier of Bank: _____

COPY FOR ACADEMIC SECTION

Date: _____

NIT DURGAPUR
 INSTITUTE FEE
 PAY TO NIT DURGAPUR
 A/c No.: 30759768090
 SBI, NIT (CODE : 2108)

BY _____ (Name of the Student)

Roll No. _____

Registration No. _____

Details	Rate	No.	TotalAmt.
TOTAL			

Rupees _____

Draft No. _____ Date _____

By _____ (Signature of Student)

Signature of Cashier of Bank: _____

COPY FOR STUDENT

Date: _____

NIT DURGAPUR
 INSTITUTE FEE
 PAY TO NIT DURGAPUR
 A/c No.: 30759768090
 SBI, NIT (CODE : 2108)

BY _____ (Name of the Student)

Roll No. _____

Registration No. _____

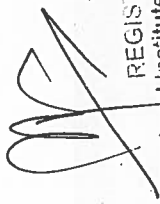
Details	Rate	No.	TotalAmt.
TOTAL			

Rupees _____

Draft No. _____ Date _____

By _____ (Signature of Student)

Signature of Cashier of Bank: _____



REGISTRAR
 National Institute of Technology
 Mahatma Gandhi Vastu