



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
ACADEMIC SECTION
ISSUANCE OF ACADEMIC TRANSCRIPT

PROCEDURES

A. Documents Required

Sl. No.	Documents Required	Format
1	Application Form	Annexure 1
2	Self-attested photocopies of <ul style="list-style-type: none">• Institute registration certificate• Grade Cards of all semesters• Degree Certificate/Provisional Certificate• Aadhar Card / Voter Card / Passport	
3	Subject Code and Subject List – studied	Annexure 2
4	Payment Proof (Online transfer / Cash Payment) A/C Name: NIT DURGAPUR A/C NO: 30759768090 Bank Name: SBI, REC DURGAPUR BRANCH IFSC: SBIN0002108	Annexure 3
5	Fees to be paid	i) 500/- for a set of two collected by hands ii) 500/- A set of ONE to be dispatched by POST in INDIA iii) 2500/- A set of ONE to be dispatched by POST OVERSEAS.

B. Application Process

- Mail / post / submit hard-copy of all documents mentioned above as an attachment
- Mail ID: draca@admin.nitdgp.ac.in / transcripts@admin.nitdgp.ac.in (For emergency, contact person is Mr. Sanjay Nandy – 9732306891)

C. Processing Time: Within 15 days of receipt of application. Postal delay may happen. In overseas cases, postal time may vary.

Dean (Academic Courses)



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
ACADEMIC SECTION
 ISSUANCE OF ACADEMIC TRANSCRIPT
APPLICATION FORM

NAME:	
GUARDIAN's NAME:	
INSTITUTE ROLL NO.:	
INSTITUTE REGISTRATION NO.:	
PRESENTLY STUDYING IN WHICH SEMESTER/PRESENT OCCUPATION:	
MOBILE NO.:	
EMAIL ID:	
ADDRESS (where transcript is to be sent)	
Number of Sets Required:	
Documents Enclosed:	a. b. c. d. e. f.

 (Full Signature of the Applicant)

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Received an application form for the issuance /reissuance of Academic Transcript

from _____ with appropriate fee receipt.

Date of Receipt _____

 Signature of the Dealing Assistant

Annexure – 2: Subjects Studied

Sl. No.	Semester No.	Subject Code	Subject Name	L-T-P	Grade Obtained
1					
2					
3					
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Annexure – 3: Fee Challan Form

COPY FOR STUDENT

Date: _____

**NIT DURGAPUR
FEE FOR ISSUANCE OF
ACADEMIC TRANSCRIPTS**

PAY TO:

A/C Name: NIT DURGAPUR
A/C NO: 30759768090
Bank Name: SBI, REC DURGAPUR
BRANCH
IFSC: SBIN0002108

Name: _____

Roll No: _____

Regn No: _____

Detail	No	Amount
TOTAL		

Rupees: _____

Signature: _____
(Deposited by)

Signature &
Stamp of
the Bank:

COPY FOR ACADEMIC SECTION Date:

**NIT DURGAPUR
FEE FOR ISSUANCE OF ACADEMIC
TRANSCRIPTS**

PAY TO:

A/C Name: NIT DURGAPUR
A/C NO: 30759768090
Bank Name: SBI, REC DURGAPUR
BRANCH
IFSC: SBIN0002108

Name: _____

Roll No: _____

Regn No: _____

Detail	No	Amount
TOTAL		

Rupees: _____

Signature: _____
(Deposited by)

Signature &
Stamp of
the Bank:

COPY FOR INSTITUTE

Date: _____

**NIT DURGAPUR
FEE FOR ISSUANCE OF ACADEMIC
TRANSCRIPTS**

PAY TO:

A/C Name: NIT DURGAPUR
A/C NO: 30759768090
Bank Name: SBI, REC DURGAPUR
BRANCH
IFSC: SBIN0002108

Name: _____

Roll No: _____

Regn No: _____

Detail	No	Amount
TOTAL		

Rupees: _____

Signature: _____
(Deposited by)

Signature &
Stamp of
the Bank:

COPY FOR BANK

Date: _____

**NIT DURGAPUR
FEE FOR ISSUANCE OF ACADEMIC
TRANSCRIPTS**

PAY TO:

A/C Name: NIT DURGAPUR
A/C NO: 30759768090
Bank Name: SBI, REC DURGAPUR
BRANCH
IFSC: SBIN0002108

Name: _____

Roll No: _____

Regn No: _____

Detail	No	Amount
TOTAL		

Rupees: _____

Signature: _____
(Deposited by)

Signature &
Stamp of
the Bank: