NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
INDIA

ISSUANCE OF DOCUMENTS BY ACADEMIC SECTION
[Revised and effective from 01-08-2019]

SL. NO	Academic Documents	Procedure for issuance	Fee (INR) (expected time)
01	**Registration Certificate Identity Card Grade Card Provisional Degree Certificate Degree Certificate (ORIGINALS)**	A registered student should produce the required document at the time when it is notified for issuance by the academic section. Original Degree Certificate is issued only at/ after the convocation of the Institute.	Free
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.	500/- (by 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 and procure a non-traceability certificate (**proforma given below**) from the Police. Submit all the above documents to the Dealing Assistant (FIR/GDR/non-traceability certificate must be submitted in original).	1000/- (by Two weeks)
04	**Duplicate Institute Registration Certificate**	Apply in a prescribed format. Lodge a complaint (FIR/GDR) with the police. Get a non-traceability certificate from the Police. Submit the original complaint (FIR/GDR) copy and original non-traceability certificate with the application. Also attach one self attested photocopy of proof of Identity, all Grade card, Degree certificate with the application. Show the original documents to the Dealing Assistant at the time of submission of application with attachments.	500/- (for existing student) 1000/- (for pass out students) (by Two weeks)
05	**Duplicate Grade Card**	Apply in a prescribed format. Lodge a complaint (FIR/GDR) with the police. Get a non-traceability certificate from the Police. Submit the original complaint (FIR/GDR) copy and original non-traceability certificate with the application. Attach self-attested photocopy of Registration certificate, Grade cards of all other semester, proof of Identity, Provisional certificate/Degree certificate. For pass out students an undertaking must be submitted as per the format given in the Institute website. All original documents must be shown at the time of submission of the application with attachments to the Dealing Assistant.	500/- (for existing student) 2000/- (for pass out students) (by Two weeks)
06	**Character Certificate, Studentship Certificate, Bonafide Certificate Conduct certificate.**	Apply in a prescribed format. Attach self-attested photocopy of Grade cards of all semesters, Provisional Degree certificate/Degree Certificate and proof of Identity .Show all the original documents at the time of submission of the application to the Dealing Assistant.	FREE To be issued by the ACADEMIC SECTION for the FIRST SEMESTER students and to be issued by the HOD for other present students. 2000/- To be issued by the ACADEMIC SECTION for pass out students.

07	**Duplicate Degree Certificate**	Apply in a prescribed format. Attach the original FIR/GDR lodged with the Police and the non-traceability Certificate issued by the Police along with self attested photocopy of Registration Certificate, Grade Cards of all semesters. Original Grade Card must be shown to the Dealing Assistant. A self-attested proof of Identity has to be submitted.	3000/- (to be intimated at the time of application)
08	**Academic Transcript** i) A set of TWO collected by hand. ii) A set of ONE to be dispatched by POST in INDIA. ii) A set of ONE to be dispatched by POST OVERSEAS.	Apply in a prescribed format. Attach self-attested photocopy of Institute registration certificate, Grade Card 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.	i) 500/- (by Two weeks) ii) 500/- (by Two weeks) iii) 2500/- (by Two weeks)
09	**Verification of Degree Certificate/ Academic credential.**	Apply in a 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.	2500/- (by Two weeks)

Modes of Payments

1. Deposit in the SBI Bank at NIT Durgapur in prescribed payment slip given below.
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. Preferred banks are State Bank of India and Canara Bank.

Dean (Academic)
01/08/2019

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

Shri/Smt ……………………………………………………son/Daughter of ……………………………

………………………………………………residing at ……………………………………………………………

…………………………………………………………….. on …………………………………………regarding

the complaint reported that the applicant lost………………………………………………………..

………………………………………………………………………….. In this connection, all possible

steps were taken to trace the missing documents and till date is/are not traceable. The

missing report was also registered in Crime and Occurrence Sheet No……………………………….

dated…………………………

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

PROFORMA OF UNDERTAKING:

I………………………………………………………………………Son/Daughter of………………………

…………………………………………………….. age………………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 originalI shall return

the duplicateto the concerned authorities at National Institute Technology

Durgapur.

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

Place:_____   Signature of the Applicant

Date: _____   Roll No: _____

                                                     Registration No: _____

Date: _____

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

M	F

NAME OF THE APPLICANT: _____

NAME OF THE FATHER: _____

INSTITUTE ROLL NO. : _____INSTITUTE REGISTRATION NO. :_____

PRESENTLY STUDYING IN WHICH SEMESTER/PRESENT OCCUPATION:_____

ADDRESS_____

_____

CELL PHONE NO. :_____ E-mail address _____

SL NO	DOCUMENT REQUIRED	DOCUMENTS ENCLOSED	PURPOSE OF REISSUANCE OF DOCUMENTS	NO. OF SETS

_____
(Full Signature of the Applicant)

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Received an application from issuance /reissuance of _____

from _____

with appropriate fee receipt.

Date of Receipt _____   _____
                                          Signature of the Dealing Assistant

COPY FOR STUDENT	**COPY FOR ACADEMIC SECTION**	**COPY FOR INSTIDUTE**	**COPY FOR BANK**

Date: _____   Date: _____   Date: _____   Date: _____

NIT DURGAPUR
FEE FOR ISSUANCE OF
ACADEMIC DOCUMENTS

PAY TO: NIT DURGAPUR
A/C NO: 30759768090
SBI, REC DURGAPUR BRANCH
(SBIN0002108)

For
Name: _____

Roll No: _____

Regn No: _____

Detail	No	Amount
TOTAL		

Rupees: _____

_____

Signature: _____
    (Deposited by)

Signature &
Stamp of the
Bank: _____

NIT DURGAPUR
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Bank: _____