



For S. no.(i)(ii)(iii)(iv)(vi)(vii)(viii) & (ix):

Division/SGPA/CGPA/GGPA (students passed out)					Year of passing				Scholar No										
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I hereby undertake that I will maintain decorum and will strictly adhere to the convocation timings.  
(For those who are willing to receive degree in convocation)

\* For S. no. (v) & (vi):

*Year of admission	Branch	Examination last appeared/Passed	Month	Year	Result	Enrolment no.

*Marks/SGPA/CGPA obtained	Semester	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
	SGPA										
	CGPA										

*Semester(s) of which duplicate Corrected Mark-sheet/Grade sheet required											
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If collecting the documents personally	Y/ N		If No, whether "Authority Letter" in prescribed format has been submitted	Y/N	
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**Note: Please ignore which is not applicable**

Date \_\_\_\_\_

Yours Faithfully

Place \_\_\_\_\_

Name and Signature of Student/Applicant

**Certificate to be recorded by Office of Examination**

Certified that the eligibility for award of Degree Certificate/Migration/ Duplicate mark sheet/ Transcript/ Education verification/Any other desired relevant certificate has been checked with the original of concerned Certificates, mark sheet, office of record of institution and found correct. Necessary documents along with appropriate fees receipt is attached with the application form. The candidate may be issued the desired relevant certificate.

**Signature of Professor I/c Examination**

**Note:**

Issue of Transcript/ Degree Certificate/Migration/ Duplicate mark sheet/ Education verification/ any other desired relevant certificate will require minimum 14 working days from the date of submission of complete application with requisite fees, all enclosures and relevant postal charges(if any).

**Processing Fees, Postal charges and Other Enclosures required to be submitted along with the Application form**

S.no.	Document Required	Enclosure(s)	Processing Fees	Postal charges (as applicable if any)
1	Degree/ Duplicate Degree/ Correction in Degree(after 1 month of convocation)	1. Copy of final year self-attested mark sheet 2. FIR copy/ Police intimation copy for duplicate degree 3. Original Affidavit by Notary on Rs.100 stamp paper for Duplicate Degree	Degree fees Rs. 1000/- Duplicate degree fees Rs. 1500/- Correction in Degree fees Rs. 1500/-	<a href="http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf">http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf</a>
2	Migration	1. Original final year Mark sheet to be brought at the time of collecting Migration/ Transfer certificate 2. Copy of the final year self-attested mark sheet 3. FIR/ Police intimation copy for duplicate migration/Transfer certificate 4 Original Affidavit by Notary on Rs.100 stamp paper for Duplicate migration/Transfer certificate	Migration fees Rs. 500/- Duplicate migration fees Rs 1000/-	Not to be posted
3	Transcripts	1. Self attested copy of mark sheets of all semesters 2. Copy of degree	Rs 2000/- for <b>FIVE</b> copies	<a href="http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf">http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf</a>
4	Duplicate mark sheet/ grade sheet/ Correction or changes in per Marksheet (after 1 month of print date)	1. Original affidavit by Notary on Rs.100 stamp paper 2. Original Police intimation copy/FIR copy 3. Photocopy of required mark-sheet/grade-sheet	Rs. 500/- for each mark-sheet/grade-sheet. Correction fees Rs. 500/- for each mark-sheet/grade-sheet	<a href="http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf">http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf</a>
5	Verification of student education	1. Copy of final semester self-attested mark sheets <b>and</b> Copy of degree	Rs. 1000/- per student	<a href="http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf">http://www.manit.ac.in/sites/default/files/210219dvcoe.pdf</a>
5	Medium of Instruction Certificate	1. Copy of final semester self-attested mark sheets <b>OR</b> 2. Copy of degree	Rs. 500/-	By E-mail
6	Conversion Certificate GGPA to % age	1. Copy of final semester self-attested mark sheets <b>OR</b> 2. Copy of degree	Rs. 500/-	

**Note:**

\*Students admitted from year 2017 onwards need not pay fees for Original degree & Migration/Transfer Certificate (as necessary fees have been deposited at the time of admission). However separate fees have to be paid for getting duplicate/ corrected documents of the same.

\*Please pay requisite fees and postal charges (as applicable) online through SBI collect or RTGS and send scanned copy of payment slip with final year mark sheet. [Link for fees submission: https://www.onlinesbi.com/prelogin/collecthome.htm](https://www.onlinesbi.com/prelogin/collecthome.htm)

\*Issue of Transcript/ Degree Certificate/Migration/ Duplicate mark sheet/ Education verification/ any other desired relevant certificate will require minimum 14 working days from the date of submission of complete application with requisite fees, all enclosures and relevant postal charges(if any).

\*Original Degree will only be handed over to student or his parents else it will be sent by post.

## **AUTHORITY LETTER**

**To**

**Professor In charge (Examination)  
Office of Examination  
MANIT  
Bhopal**

**Subject: Regarding Authority Letter to collect document(s)**

**Dear Sir/Madam,**

I {*Name of the student/applicant*} (Scholar No: \_\_\_\_\_) hereby authorize {*Name of the authorized person*} ( whose signature are attested below) to act as my representative and collect following document(s)on my behalf from Office of Examination, MANIT Bhopal.

**(Please  whichever is applicable)**

i	Issue of Duplicate degree/Corrected degree	<input type="checkbox"/>	v	Transcripts	<input type="checkbox"/>
ii	Issue of Migration/Transfer Certificate	<input type="checkbox"/>	vi	Issue of Medium of Instruction Certificate	<input type="checkbox"/>
iii	Issue of Duplicate Migration/Transfer Certificate	<input type="checkbox"/>	vii	Conversion Certificate GGPA to % age	<input type="checkbox"/>
iv	Issue of Duplicate/Corrected mark sheets/ grade sheet(s)	<input type="checkbox"/>	viii	Any other document related to exam, please specify	<input type="checkbox"/>

Further, to state Mr/Ms.{*Name of the authorized person*} is my {*mention your relationship with the authorized person*}. In this respect a copy of my identity proof and attested identity proof Mr/Ms.{*Name of the authorized person*} is enclosed with the application for verification at your end.

\_\_\_\_\_  
**Signature of the Authorized person**

Thanking You

Date:

Sincerely

Place:

Name & Sign.(Student/Applicant)

**Enclosures:**

- a) Copy of Aadhar card of {*Name of the Student/Applicant*}
- b) Copy of Aadhar card of {*Name of the Authorized Person*}

**Note: Original Degree will only be handed over to student or his parents else it will be sent by post**

