



## CIRCULAR

No.532/CoE/B.E./M.E./M.Tech./M.C.A/2016

Date: 06.09.2016

Sub: Fee particulars for obtaining duplicate certificates-Regarding.

The candidates seeking Transcripts, duplicate semester grade report(s) and consolidated grade report are required to submit a written application to the Controller of Examinations on a plain paper mentioning their i) Name ii) Hall Ticket Number and the document(s) required.

- Note: i) For semester grade reports, candidates are required to mention name of the programme (B.E./M.E./M.Tech./M.C.A.), year and semester of study, month and year of conduct of examination.
- ii) For transcripts, candidates need to indicate the number required and submit their original semester grade reports/consolidated grade report.

The following are the fee particulars :

Semester Grade Report	:	Rs. 100/- each
Transcript	:	Rs. 50/- each
Consolidated Grade Report	:	Rs. 300/-

The candidates are required to submit the application alongwith the relevant receipt for payment of Fee from the accounts section, VCE in the **O/o The Director, Admissions and Examinations, VCE.**

Sd/-

Controller of Examinations

Copy to:

1. The Principal, Vasavi College of Engineering.
2. The Director, Admissions and Examinations, VCE.
3. The Head, Dept. of Civil/CSE/ECE/EEE/Mech. Engg./I.T/MCA, VCE.
4. The Finance Officer, VCE.
5. The Administrative Officer, VCE.
6. The Coordinator, Computer centre, VCE.