# Proforma for Obtaining Transcripts

1. **Name of the Candidate**: 
2. **Roll Number**: 
3. **Programme**: B.E. / M.E/M.Tech 
4. **Details of Semester Grade Report required:**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Programme, Year and Semester</th>
<th>Month and Year of Examination held</th>
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Note: Enclose the receipt of amount paid in CFO office of VCE (A) and the photocopies of Grade reports for which the transcripts are required and then submit to The Director, Admissions & Examination Branch, VCE (A).

Phone No: 

Date: 

Signature of the Candidate
Proforma for Obtaining Duplicate Semester Grade Report

1. Name of the Candidate : 
2. Roll Number : 
4. Details of Semester Grade Report required:

<table>
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<tr>
<th>S.No.</th>
<th>Programme, Year and Semester</th>
<th>Month and Year of Examination held</th>
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Note: Enclose the receipt of amount paid in CFO office of VCE (A), take the approval from respective Head of the Department, Principal and submit to The Director, Admissions & Examination Branch, VCE (A).

Phone No: 
Date: Signature of the Candidate

Signature of the HoD Principal
Proforma for Obtaining Duplicate Consolidated Grade Report

1. Name of the Candidate : 

2. Roll Number : 


4. Month & Year of Passing the Examination :

Note: Enclose the receipt of amount paid in CFO office of VCE (A), take the approval from respective Head of the Department, Principal and submit to The Director, Admissions & Examinations Branch, VCE (A).

Phone No:

Date: 

Signature of the Candidate

Signature of the HoD

Principal
Proforma for Obtaining Conversion Certificate
(CGPA to Percentage of Marks)

1. Name of the Candidate : 

2. Roll Number : 


4. Month & Year of Passing the Examination :

Note: Enclose the receipt of amount paid in CFO office of VCE (A), photo copy of the Consolidate Grade Report and submit to The Director, Admissions & Examinations Branch, VCE (A).

Phone No:

Date: 

Signature of the Candidate
Proforma for Obtaining Electronic Transcripts

1. Name of the Candidate : 

2. Roll Number : 


4. Mail-id of the student : 

5. Mail-id of the university : 

6. Any Reference numbers :

Note: Enclose the receipt of amount paid in CFO office of VCE (A) and submit in Office of the Controller of Examinations, VCE (A)

Phone No:

Date: Signature of the Candidate
Fee payable to obtain the following:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Certificate</th>
<th>within 24 hrs</th>
<th>Within a week</th>
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<tbody>
<tr>
<td>1</td>
<td>Transcripts (Semester Grade Report)</td>
<td>Rs. 150/- each transcript</td>
<td>Rs. 100/- each transcript</td>
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<tr>
<td>2</td>
<td>Transcripts (Consolidated Grade Report)</td>
<td>Rs. 350/-</td>
<td>Rs. 300/-</td>
</tr>
<tr>
<td>3</td>
<td>Duplicate Semester Grade Report</td>
<td>Rs. 350/-</td>
<td>Rs. 300/-</td>
</tr>
<tr>
<td>4</td>
<td>Duplicate Consolidated Grade Report</td>
<td>Rs. 550/-</td>
<td>Rs. 500/-</td>
</tr>
<tr>
<td>5</td>
<td>Conversion Certificate (CGPA to Percentage of Marks)</td>
<td>Rs. 150/-</td>
<td>Rs. 100/-</td>
</tr>
<tr>
<td>6</td>
<td>Forwarding Soft copy of Transcripts to Foreign Universities through CoE official Mail-id</td>
<td>Each University Rs. 500/-</td>
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Controller of Examinations

Principal