VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)
Accredited by NAAC with A++ Grade
(Affiliated to Osmania University & Approved by A.I.C.T.E.)
Ibrahimbagh, Hyderabad - 500031.

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:

S. No.	Programme, Year and Semester	Month and Year of Examination held

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

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Proforma for Obtaining Duplicate Semester Grade Report

1. Name of the Candidate   :

2. Roll Number   :

3. Programme   : B.E. / M.E/M.Tech

4. Details of Semester Grade Report required:

S.No.	Programme, Year and Semester	Month and Year of Examination held

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

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Proforma for Obtaining Duplicate Consolidated Grade Report

1. Name of the Candidate   :

2. Roll Number   :

3. Programme   : B.E. / M.E/M.Tech

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

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

1.   Name of the Candidate   :

2.   Roll Number   :

3.   Programme   : B.E. / M.E/M.Tech

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

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Proforma for Obtaining Electronic Transcripts

1. Name of the Candidate   :

2. Roll Number   :

3. Programme   : B.E. / M.E/M.Tech

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

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS)

Accredited by NAAC with A++ Grade

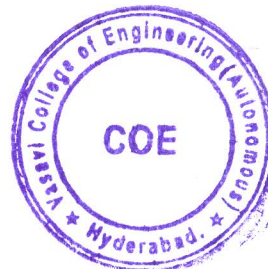(Affiliated to Osmania University & Approved by A.I.C.T.E.)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Date: 11.05.23

Fee Payable to Obtain the Following:

S.No.	Name of the Certificate	Within Two Days	Within Ten Days
1	Transcripts (Semester Grade Report)	Rs. 150/- Each Transcript	Rs. 100/- Each Transcript
2	Transcripts (Consolidated Grade Report)	Rs. 350/-	Rs. 300/-
3	Duplicate Semester Grade Report	Rs. 350/-	Rs. 300/-
4	Duplicate Consolidated Grade Report	Rs. 550/-	Rs. 500/-
5	Conversion Certificate (CGPA to Percentage of Marks)	Rs. 150/-	Rs. 100/-
6	Forwarding Soft Copy of Transcripts to Foreign Universities though COE official Mail-ID	Each University Rs. 500/-	

Controller of Examinations

11.5.22

COE

Principal