

(Academic Section)

Ref. No. AS/67/ 323

Dated: 16/05/2023

REMINDER

All HoDs

In reference to letter no. AS/67/1115 dated 06.10.2021, it is submitted that the following amendments in relation to fees for the Issue of Documents / Certificates from the Academic Section:

1. Course completion, Character, Provisional Degree, Backlog and Official Transcript certificates, will be issued once on the degree completion to all eligible students (except the students of B.Arch. M.Tech. & PhD. Programs). Academic section will supply above certificates after 15 days from the declaration of college gazette notification to concerned department of those students who complete his/her degree on time without any student request except Migration, Re-admission with gap and under 40% marks cases of IKGPTU, Kapurthala.
2. Promotion, Bonafide, Tuition fee, Character, Fee Structure, CGPA conversion certificates will be issued once in a semester on student request **without any charges**.
3. An amount of Rs. 20/- per certificate will be charged from the student, if student requests any certificate/certificates second time.
4. If student requests Official Transcript certificate before completion of degree, then student must have to pay an amount of Rs. 200/-.
5. Any other certificate requested by the student before completion of degree except mentioned in point no.2, Rs. 20/- per certificate will be charged.
6. All request documents (with applicable fee, if any) will be sent to the Academic Section through concerned department i.e. **it will be the responsibility of concerned department to verify the student needs to pay the requisite fee or not**. Also, issued documents/certificates will be sent to concerned department within 3-5 working days after the receiving the request in Academic Section (excluding the day of receipt of document from the department).

This policy will be implemented from Academic Session 2021-22 (odd semester) onwards w.e.f. 11.10.2021.

PASS-OUT STUDENTS WILL BE CHARGED AS PER PREVIOUS PRACTICE.

Assistant Registrar

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1. AR (Accounts) – for necessary action
2. Office Copy

DNB
to web site



