Procedure for getting transcript certificate

- ➢ Students have to download transcript certificate form from the college website (Form No. 05).

- ➢ He / She have to submit following documents along with duly filled transcript certificate form.

- ➢ He / She has to attach self attested copy of diploma mark sheet of all year's / semester.

- ➢ He / She have to attach self attested copy of college leaving certificate & provisional / final diploma certificate.

- ➢ He must have to pay fee of Rs. 2000/- for 05 copies minimum to the college cash counter.

- ➢ He / She should submit duly filled transcript certificate form along with above said documents to the inward – outward of exam section he / she will get the certificate (personally only) within 7 - 10 working days.