



EXAMINATION CELL

Instructions for issue of certificates

1. Certificate shall be issued to the individual student only during the institute working days in between 10:00 AM to 5:30 PM at exam cell.
2. Issue of certificate shall be done only after student pay the certificate related fee to the institute. Students are requested to submit the request form without no-due form to the exam cell. However, he/she has to submit no-due form, challan copy of certificate payment while collecting his/her certificate/s at the exam cell.
3. Certificate/(s) shall be issued to the student in **TATKAL SCHEME** in two phases based on the request received from them
 - a. Certificate/(s) shall be issued to the individual student at 5:30 PM on the same day if the student submits the request before 01:00 PM.
 - b. Certificate/(s) shall be issued to the individual student at 12:30 PM on the next working day if the student submits the request after 01:00 PM on the previous working day.
4. Student who request for the issue of certificate in **NORMAL SCHEME** shall be issued certificates after two weeks time of the submission of his/her request to the exam cell.
5. Certificate (OD/CMM/grade sheet/provisional/PUC CMM) shall be issued to individual student of the passed out batch only after clearing the fee dues and submission of no-due forms to the exam cell.
6. If a student request for advance original degree certificate (before convocation) then he/she has to send their details to the exam cell through mail and follow the instructions provided in the below link. His/her request shall be processed by the exam cell and it shall be informed to the student only after the completion of the process. Then student may visit the exam cell to obtain his/her original degree certificate by following due procedure.
<https://rguktn.ac.in/examcell/docs/Issue%20of%20Advance%20Original%20Degree%20to%20passed%20out%20students.pdf>
7. Student may request to issue his/her certificate (original degree) by post after paying the certificate fee including postal charges as per institute norms.
8. If a student request to issue their certificate to other person then he/she has to submit the formal request in person to the COE stating the reason for his/her absence, the receivers details i.e. name, relationship to the individual student, address, copy of identity proof.

Sd/-
Controller of examinations



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

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As per Executive Committee approval, the following is the fee structure for issuing various certificates

FEE STRUCTURE OF CERTIFICATES

S.No	Certificate	Fee	Charge per every belated year
1	Statement of Grades	Free (In person) Rs.50 per copy (By post)	
2	Statement of Grades (Duplicate) *	Rs.100 per copy	Rs.100
3	Statement of Grades (Triplicate) *	Rs.150 per copy	Rs.100
4	Provisional Certificate	Free (In person) Rs.50 per copy (By post)	
5	Provisional Certificate (Duplicate) *	Rs.100 per copy	Rs.100
6	Provisional Certificate (Triplicate) *	Rs.150 per copy	Rs.100
7	Consolidated Statement of Grades*	Will be issued along with OD	
8	Consolidated Statement of Grades (Duplicate)*	Rs.250	Rs.100
9	Consolidated Statement of Grades (Triplicate)*	Rs.450	Rs.100
10	PUC Provisional Certificate	Free (In Person) Rs.50 (By Post)	
11	PUC Provisional Certificate (Duplicate)*	Rs.100 per copy	Rs.100
12	PUC Provisional Certificate (Triplicate)*	Rs.150 per copy	Rs.100
13	PUC original certificate	Rs.100 (In person) Rs.150 (By Post)	Rs.100
14	PUC original certificate (Duplicate)*	Rs.250	Rs.100
15	PUC original certificate (Triplicate)*	Rs.450	Rs.100
16	Original Degree*	In Convocation Rs.500 By Post Rs.350 for batches 2008 to 2012 admitted batch students	
		Rs. 1500/- (in person) By post 1500/-+postal charges for 2013 batch onwards	
17	Original Degree (Duplicate)*	Rs.450	Rs.100
18	Original Degree (Triplicate)*	Rs.850	Rs.100
19	Migration Certificate	Rs.200	Rs.100
20	Migration Certificate (Duplicate)*	Rs.400	Rs.100
21	Migration Certificate (Triplicate)*	Rs.800	Rs.100
22	Transcripts (Per Xerox Copy)	Rs.50 per copy up to 5 years	Rs.50 per copy
23	Any correction in certificate (Name/DOB/Any)*	Rs.450	Rs.100
24	Rank certificate	Rs.250	Rs.100

* These cases, the certificates will not issue in person. The respective certificates will be sent by post in about 2 to 4 weeks from the date of receiving the application along with fee.

Note: Certificates will also issue in Tatkal scheme by paying Rs.1000 in addition to the above fee.

Sd/-
Controller of Examinations