**Policy for issuing Certified Official Documents (Semester-wise Grade sheet/ Transcript/ Certificate, etc.)**

1. **Category of documents:**
2. **Certified Semester-wise Grade sheet** (separate copy for each Semester) – **documents will have signature of the current Associate Dean in the office.**
3. **Duplicate Degree Transcript (If original is lost)** - **The Duplicate Degree Transcript will have the signature of the current Associate Dean in the office.**
4. **Duplicate Degree Certificate (If original is lost)** - **The Duplicate Degree Certificate will have the signature of the Registrar and the Director & Chairperson, Senate of IIITG. In place of the signature of the Chairman, Board of Governors, Sd/-- will be written on the Degree Certificate.**
5. **Certified Degree Transcript (If original is not lost).**
6. **Certified Degree Certificate (If original is not lost).**
7. **Procedure:** For issuing any of the above documents, candidate has to follow the following procedure
8. **Duly filled Application form (hard copy)** to the Institute (*application format is attached as Annexure-I*) with following documents:
9. Self-attested copy of FIR - if original Degree Certificate / Transcript is lost.
10. Original Affidavit prepared by the Notary on a non- judicial stamp paper of minimum Rs.10/- (*affidavit format attached as Annexure – II*) - if original Degree Certificate/ Transcript is lost.
11. Self-attested copy of original Degree Certificate/ Transcript.
12. Self-attested copy of PAN card/ Aadhar card/ Driving license/ Passport/ Voter ID
13. Fee payment receipt (*charges and bank details are mentioned below in separate section*).
14. Send the filled-up application with all document to the Institute address:

**Academic Affairs Section**

**Indian Institute of Information Technology Guwahati**

**Bongora**

**Guwahati-781015, Assam, India**

1. **Fee payment:**
2. **Charges:**

* For Duplicate Degree Transcript and Certified Degree Certificate = Rs. 1000/-
* For Semester-wise Grade sheet/ other certified documents = Rs.300/- per copy
* Postal charges –

Within India: i) Rs.200/- by registered post or Speed Post, ii) Rs.500/- by courier.

Overseas: i) Rs.1500/- by Speed Post/ EMS ii) As per actuals by Courier.

1. **Mode of Payment:** Bank Transfer. Bank details of the Institute:

**Account Name- Indian Institute of Information Technology Guwahati**

**Account No. - 34573379424**

**IFSC- SBIN0005242**

1. **Disclaimer:** i) Institute will send the receipt of payment of postage to applicant for tracking**.**

ii) Institute will not be responsible for any delay or safe delivery of the documents.

**\*\*\*\*\*\*\***

**Annexure – I**

**Application for Issue of Certified Official Documents**

**(Semester-wise Grade sheet/ Transcript/ Certificate, etc)**

|  |  |
| --- | --- |
| Applicant’s IIITG Roll No. |  |
| Applicant Name |  |
| Year of Passing |  |
| Date of Birth |  |
| Valid email id |  |
| Mobile/ contact no. |  |
| Father’s Name |  |
| Mother’s Name |  |
| **Category of documents required** (tick the relevant box)    **Certified Semester-wise Grade sheet**. No. of Grade sheets/ transcript required:  **Duplicate Degree Transcript** (If original is lost).  **Duplicate Degree Certificate** (If original is lost).  **Certified Degree Transcript** (If original is not lost).    **Certified Degree Certificate** (If original is not lost).  Any Other Document (please specify/ attach format):    ..……………………………………………………………………………………………………………… | |
| **Applicant’s Identity proof submitted**  Aadhar card PAN card Driving License Passport Voter ID | |
| **Whether the documents are to be sent by Email/ Courier:**  If by email, email id:  If by courier, Address: | |
| **Payment details:** Mention transaction reference no.:  **Also attach payment receipt** | |
| **In case the documents are collected by person other than the applicant** | |
| Name of the Person |  |
| Relationship with the applicant |  |
| Contact No |  |
| Email Id |  |
| **Copy of Authorized Person’s Identity proof attached** (the person has to produce the original at the time of collecting the document)  Aadhar card PAN card Driving License Passport Voter ID | |
| Signature of Applicant  Date: | Signature of person receiving the documents  Date: |

**Checklist of documents to be attached with application form:**

1. Self-attested copy of FIR - *if original Degree Certificate / Transcript is lost.*
2. Original Affidavit prepared by the Notary on a non- judicial stamp paper - *if original Degree Certificate/ Transcript is lost.*
3. Self-attested copy of original Degree Certificate/ Transcript.
4. Self-attested copy of PAN card/ Aadhar card/ Driving license/ Passport/ Voter ID.
5. Copy of PAN card/ Aadhar card/ Driving license/ Passport/ Voter ID – *if someone else is collecting the documents on applicant’s behalf.*
6. Fee payment receipt.

**Annexure – II**

**Proforma for affidavit**

**(To be printed on a non-judicial stamp paper of Rs.10/-)**

**AFFIDAVIT**

I, <NAME OF THE CANDIDATE> son of Shri. <NAME OF FATHER/ MOTHER>, resident of <PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:

1. That, I was a student of Indian Institute of Information Technology Guwahati from <MONTH & YEAR> till <MONTH & YEAR>.

2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in

<NAME OF BRANCH> from Indian Institute of Information Technology Guwahati in the year

<GRADUATING YEAR>.

3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by Indian Institute of Information Technology Guwahati has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.

4. That, in the unlikely event of the original degree certificate ever getting found, will not be misused.

**Deponent**

**Verification**

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFIDAVIT>

Place: <CURRENT CITY OF YOUR STAY>

**Deponent**