Institute of Infrastructure, Technology, Research and Management. Ahmedabad.

No. IITRAM/Documents Notification/2024/1054

Date: 23/04/2024

1 0 MAY 2024

NOTIFICATION

Sub: - Charges / fees for issue of various certificates – reg.

As per the approval of the Competent Authority the following charges shall be applicable in respect of issuance of various certificates.

Sr. No.	Name of Documents / Certificates	Charges (Rs.) for Enrolled Students	Charges for Graduated Students (Rs.)	Charges for request from Abroad (Rs.)
1	Provisional Degree Certificate	NIL	NIL	NIL
2	Transcript Certificate / Per Copy	------	-----	------
	Semester Wise / Per Copy	25/-	500/-	3000/-
	Year Wise / Per Copy	25/-	500/-	3000/-
	Consolidated transcript of all semesters / Per Copy	25/-	500/-	3000/-
	Electronic Copy (A system generated document and without any signature) of transcript	NIL	200/-	1000/-
3	Bonafide Certificate	NIL	NIL	NIL
4	Migration Certificate	200/-	500/-	3000/-
5	Documents Verification for Private Company to be charged from company	1500/-	2500/-	16500/-
6	Duplicate ID Card	100/-	NA	NA
7	No Backlog Certificate	NIL	NIL	NIL
8	Character & Conduct Certificate	NIL	500/-	3000/-
9	Course Completion Certificate	NA	500/-	3000/-
10	Course Description Certificate	NA	500/-	3000/-
11	Full time / Part Time course Certificate	NIL	500/-	3000/-
12	Percentage Conversion Certificate	100/-	500/-	3000/-
13	Medium of Instuction Certificate	100/-	500/-	3000/-
14	Grade Point Certificate	100/-	500/-	3000/-
15	Postal Stationary Charges 1. Within Country	200/-	400/-	3000 Rs. For Foreign

Note:- the following documents are required to submitted to the Students Section for the above mentioned documents.

- Prescribed form along with supporting documents.
- Copy of fee payment receipt for Certificate.

- The documents / certificates will be issued to applicant minimum after 7 working days.
- Phone No. (079) 67775499 (Students Section)
- Email Id - studentsection@iitram.ac.in

This is issued with prior approval of the Competent Authority.

Registrar

To,

1. All Students

CC:

1. Director General
2. Director
3. All Deans / Associate Deans
4. All HoD's
5. All Faculty Members

Form No – 01 (AP)

Application for (please tick ✓)

☐ Provisional Degree Certificate	☐ Transcript Certificate	☐ Migration Certificate
☐ Bonafide Certificate	☐ Name Change	☐ No Backlog Certificate
☐ Documents Verification	☐ Duplicate ID Card	☐ Course Description Certificate
☐ Character & Conduct Certificate	☐ Full time / Part Time course Certificate	☐ Course Completion Certificate
☐ Grade Point Certificate	☐ Percentage Conversion Certi.	☐ Medium of Instuction Certificate
☐ Other if any: (Please Mention)		

Date:

To,
Registrar
IITRAM - Ahmedabad.

Sir,

Kindly issue above documents for the purpose of _____

_____

_____

The necessary details are furnished hereunder for reference.

Name		Enrolment No:	
Mobile No		Email ID	
Payment Details (Ref.no.)			

Signature of the Applicant

-- For Office use only------------------------------------

Date:

1. Received Rs. _____ Through Cash / Demand Draft / Online (UPI Etc.) of Mr. _____ Enrolment No. _____ for the Issuing the

Documents.

Account Department,

2. Verified the above-mentioned details and found O.K. Request for approval to issue the requested certificate / documents.

Office Executive   Assistant Registrar (AP & SA)

Registrar