



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

दूरभाष/Tele :+9111-33861000, 1001, 1005 फैक्स /Fax: +9111-27787503,

वेबसाइट/Website: www.nitdelhi.ac.in

Request for Issuing Various Certificates

1. Student has to fill the following application form first.
2. Then student has to submit the necessary fee according to the fee given in Annexure-I.
3. After that student has to submit the following form (properly filled and duly verified by Accounts section) to the Academics Office (Room No. 305) for UG/PG/PhD students for further processing.

Alternatively

Signed and scanned version of application along with the fee submission document (self attested) as a proof may be sent to following email addresses for further processing:

For UG / PG/ PhD Students students: To: academics@nitdelhi.ac.in; CC: deanacademic@nitdelhi.ac.in

4. In complete application or application without proper supporting documents/duly verified fee receipts will be summarily rejected.

Minimum Seven (07) working days are required to complete the process; hence students are advised to do the needful accordingly.

Work Flow for Student Application:

Fill up GENERALAPPLICATIONFORMFORCERTIFICATES → Payment of Necessary Fee (Annexure I) along with Endorsement by Accounts Section in the General Application Form → Submission at Academics Office (For UG/ PG/ PhD)→ Collection of Certificate



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General Application Form for Certificates

1. Name of Student(Block Letters) :Mr./Ms.
2. Father's Name :
3. Programme (B.Tech/M.Tech/Ph.D) :
4. Branch :
5. Enrollment No. :
6. Registration No. :
7. Year and Semester :
8. Email Address :
9. Mobile No. /Landline No. :
10. Category(Gen/SC/ST/OBC) :
11. Family Annual Income (Less than 1 Lac/ 1-5 Lac/more than 5 Lac):
12. Name/ Type of Certificate required :
13. Purpose/Reason for which certificate required:
14. Certificate is required through Post or By Hand:
15. Please mention the complete postal address
if the certificate is required through post:

16. Details of Fee paid (Attached proof of Fee paid):

Amount (in Rs./ in USD)	Receipt No/ DD No. /Transaction ID.	Date

Date: _____

(Signature of Student)



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Declaration by student:

I hereby declare that all the information given above are correct and true to the best of my knowledge and belief and nothing has been concealed therein. If any wrong information is found on my part, I shall be liable to face the disciplinary action.

Date: _____

(Signature of Student)

(To be verified by the Academics Section)

Certified that above entries made by the Applicant are correct as per Office Record and the certificate can be issued to him/her applied for.

Dated

JA/ Staff Member (Academics Section)

(Verification by HoD and CoE/Chief Warden (If Applicable))

The Application for the issue of certificate applied by the student is being forwarded to Dean Academic.

Note:

* HoD (for Recommendation)

* COE (For Verification of CGPA/SGPA/Rank)

* Chief Warden (For Hostel Bonafide)

(Signature of COE/Chief Warden)

(Signature of HoD)

(Fee Collection by Accounts Section)

Prescribed Fee is received: Yes____/No____

Amount of fee Paid:

Signature of Account Section:

(For Approval)

Dated

(Dean Academic)

(For Office use only)

Received the above Certificate No.....Dated.....on.....

Signature of the Applicant (Student/Guardian)



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Annexure-I

List of Certificates/ Documents along with the prescribed Fee is as below:

S. No.	Name of Certificate/Document	Prescribed Fee
1.	Bonafide Certificate	Rs.100 (US \$10*)
2.	Fee Structure Certificate	Rs.100 (US \$10*)
3.	Rank Certificate	Rs.100 (US \$10*)
4.	No Objection Certificate for Internship or otherwise (Current Student)	Rs.100 (US \$10*)
5.	Issue of Character Certificate	Rs.100 (US \$10*)
6.	Issue of Transfer Certificate	Rs.500 (US \$20*)
7.	Issue of Transcripts (For one set)	Rs.200 (US \$15*)
8.	Issue of Duplicate grade sheet	Rs.200 (US \$15*)
9.	Issue of Original Degree Certificate (Who have not collected their degree in convocation)	Rs.1000 (US \$50*)
10.	Issue of Duplicate Degree Certificate	Rs.2000 (US \$100*)
11.	Medium of Instruction Certificate	Rs.100 (US \$10*)
12.	Any other miscellaneous certificate not listed above (Provisional degree certificates etc.)	Rs.200 (US \$15*)
13.	Postal Charges (within India)	Rs.500
14.	Postal Charges (outside India)	US \$20*

NIT Delhi does not provide Migration certificate [by the approval of Senate wide Agenda Item Senate/02/2016/18 dated August 07, 2016], CGPA to percentage conversion [already provided in the backside of printed grade sheet] certificate etc.

***For DASA students, if applying from abroad.**



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Procedure for Getting Document(s)/ Certificate(s)

1. Download“**GENERALAPPLICATIONFORMFORCERTIFICATES**”availableontheInstitute Website.
2. Fill Application form in your handwriting and attach the following relevant document(s).

S. No.	Name of Certificate/Document Required	Documents to be submitted
1	Bonafide Certificate (current student)	(a) Prescribed application form to be filled by the applicant. (b) Copy of FeeReceipt
2	Fee Structure Certificate	
3	Rank Certificate	
4	No Objection Certificate for Internship or otherwise (Current Student)	
5	Issue of Character Certificate	
6	Issue of Transfer Certificate	(a) Prescribed application form to be filled bythe applicant. (b) Copy of FeeReceipt (c) SelfAttested Photocopy of the‘NoDues’ form (d) Self Attested Photocopy of Final YearGrade Sheet
7	Issue of Transcripts (For One Set)	(a) Prescribed application form to be filled by the applicant. (b) Copy of FeeReceipt (c) SelfAttestedPhotocopyofalltheSemester’s GradeSheets
8	Issue of Duplicate Grade Sheet/Transfer Certificate	(a) Prescribed application form to be filled by the applicant. (b) Copy of FeeReceipt (c) Xerox copy of the lostCertificate (c) Police FIR (in case of lost)
9	Issue of Original Degree Certificate (Who have not collected their degree in convocation)	(a) Prescribed application form to be filled by the applicant. (b) Copy of FeeReceipt (c) SelfAttestedPhotocopyofthe‘NoDues’form (d) Self Attested Photocopy of Photo ID Proof issued by the Organization/ Government Agencies
10	Issue of Duplicate Degree Certificate	(a) Prescribed application form to be filled by the applicant. (b) Copy of FeeReceipt (c) SelfAttestedPhotocopyofthe‘NoDues’form (d) Self Attested Photocopy of Photo ID Proof issued by the Organization/ Government Agencies (e) Police FIR (in case oflost)



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11	Medium of Instruction Certificate	(a) Prescribed application form to be filled by the applicant. (b) Copy of FeeReceipt
12	Any other miscellaneous certificate not listed above (Provisional Degree certificate etc.)	(a) Prescribed application form to be filled by the applicant. (b) Copy of FeeReceipt

Mode of Payment

Online option:

Transfer amount in Institute bank account through Internet Banking (submit e-receipt) or deposit case in Institute Bank account through any bank (submit receipt in original).

1. Relevant bank details are as follow:

For the DASA Students are required to pay the payment (in dollar) for various certificates (as when required) to the Institute account as mentioned below:-

Beneficiary A/c Name: Director National Institute Of Technology Delhi Fee Collection (Payable Delhi)

Fee A/c No. 092901001801

IFSC: ICIC0000929

Bank: Canara Bank

Please find below the URL link for the payment (in rupees) of various certificates

Online option: <https://rzp.io/l/27WorczpU>

- Cheques and Indian Postal Orders are not accepted. No cash payment is allowed as well.
- Please make separate application for each Certificate/Document.**
- Incomplete application will be rejected.
- If a student cannot collect the Document(s)/ Certificate(s) personally, the Institute can send it by Registered Post/ Speed Post to the student's address provided by the students to the Academic Section to send the certificate by post as per student request. **The Institute is not responsible for the safe passage and delivery of the certificate.**
- Original Degree is issued to the pass out students during Convocation. If a student cannot attend the convocation, he/she (or his/her authorized person, such as parents (with identity proof), can collect the certificate personally from the Academic Section at a later date. Authorization should be through a written letter. If a student neither can attend the Convocation nor can collect the degree certificate personally, the Institute can send it by Registered Post/ Speed Post to the student's address provided by the students to the Academic Section. **The Institute is not responsible for the safe passage and delivery of the certificate.**
- In case of student/applicant is deputing some person for collection of the documents applied for (except Original Degree/Certificate/Transcript), he/she is required to send "Letter of Authority" along with the copy of Institute's ID Card with the person authorized to collect the documents.



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8. If a student wants to submit an application through post, he/she needs to fill application form in his/her handwriting and attach the required documents mentioned in the above table with this application form and post it along with Bank Draft/ Online Generated Receipt (in case of online payment) and other enclosures through **SPEED POST/COURIER** at the following address:

The Office of Dean Academic

(For UG PG/ PhD Students)

Academics Section

National Institute of Technology Delhi

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

9. In case if student has any query in the process, he/she may contact the Academic Office (for UG /PG/ PhD students) at academics@nitdelhi.ac.in.