



**APPLICATION FROM FOR TRANSCRIPT /INTERNSHIP
HOSPITAL/MARK SHEET/CERTIFICATE/CHARACTER
CERTIFICATE**

Mode of Application

Normal ☐

Fast track ☐

Name of Certificate Required:

Enrolment No :

Name of Applicant:

Father's / Husband's Name:

Mother's Name:

Course:

Year of Passing..... Session:

Complete Address for corresponding :

.....
.....

City: Stats: Pin code:

Contact no: E-mail:

Reason for Obtaining the certificate:

DECLARATION

I hereby declare that all the information provided by me is true to best of my knowledge & belief, also all the documents submitted are true copies of the original. I further declare that I am abided by the regulations and eligibility conditions of the Institute I understand that I may be required to furnish additional information/ document increased of requirement from the Institute .I also understand that my candidature or award from the University can be withdrawn at any given point of time even after issuance, if, the information submitted by me is found to be incorrect or counterfeited.

Signature of the Applicant

Date:

Mandatory Enclosures (Certificate Applicant)

1. Online Transaction Fee Slip / Demand Draft Copy (as proof of payment of prescribed fee).
2. Self-attested photocopies of Class 10th and onwards educational documents (Mark sheets / Certificates).
3. Self-attested photocopy of Proof of Identity (Adhere Card / Passport / Voter ID /Driving License).
4. Self-attested photocopy NCTA Certificate and mark sheet
5. Recent Passport-size Photograph (signed on the back by the applicant).
1. 6. Any specific supporting documents required for the certificate being applied (e.g., attendance proof, course completion record, etc.)

Instructions for Applicants (Certificates Issuance)

1. The application form must be filed by the candidate in English CAPITAL Letters only
2. Incomplete, unsigned, or incorrect applications will be rejected without any correspondence
3. Applicants should apply well in advance, as verification and processing require considerable time.
4. In Normal Mode, the certificate will be dispatched within 6 weeks from the receipt of the complete application
5. In Fast track Mode, the certificate will be dispatched within 2 weeks from the receipt of the complete application
6. The prescribed fee for each certificate can be paid through online transfer only
7. Separate applications must be submitted for each certificate required. One application = One certificate
8. The applicant must clearly write the postal address in CAPITAL LETTERS, including PN code and contact number, for dispatch of the certificate.
9. The Institute should not be responsible for any postal delays, courier issues, or incorrect addresses provided by the student.
10. Fees once paid are non-refundable and non-transferable under any circumstances
11. Copies of a relevant supporting documents (e.g., mark sheets, D card, admit card, etc.) must be attached with the application.
12. Applications without prescribed fees or incomplete documentation will not be processed.
13. Students are advised to retain a photocopy of the application form and payment proof for future reference.
14. Certificates will only be issued if the student has no pending dues with the Institute (tuition fees, library fines, etc.).
15. Any tampering, alteration, or forgery of Institute-issued documents is a punishable offense under Institute rules and legal provisions.
16. Applications received after the last date (if a deadline is announced) will not be considered.
17. For collection in person, students must bring a valid photo ID proof and acknowledgment receipt of the application.
18. The Institute reserves the right to verify all records and withhold certificates if discrepancies or disciplinary matters are found.

19. .The Prescribed fees for Institute Certificates are as follows –

S.NO	Certificate Name	Normal Mode Fee	Fast track Mode Fee
1	TRANSCRIPT	2500	3000
2	INTERNSHIP HOSPITAL	10,000	15,000
3	MARKSHEET	2000	3000
4	CERTIFICATE	2000	3000
5	CHARACTER CERTIFICATE	2000	3000