

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY WAKNAGHAT

JUIT/WKG/REGR/2021 – 22/036

September 13, 2021

NOTICE

ISSUE OF GRADE SHEETS, TRANSCRIPTS AND OTHER DOCUMENTS TO STUDENTS (W.E.F. 01st October 2021 UNTIL FURTHER NOTICE)

The system of issuing documents to students shall be as given below. Students must comply with the requirements as given against each.

1) Grade Sheets

a) Initial

- (i) These shall be issued at the end of each semester, as per schedule announced by the Registrar's Office. Alternate dates shall also be catered for.
- (ii) Cost – Nil
- (iii) Students who fail to collect the grade sheets on specified dates and also on alternate dates, shall have to pay a fine of Rs. 200/- per grade sheet, if they wish to collect their grade sheets subsequently.
- (iv) The grade sheets shall be issued in person only.

b) Replacement

- (i) Student should submit a copy of Lost Article Report lodged in the police station indicating the place of loss of original grade sheet along with a written application.
- (ii) Cost - Rs. 200/- per grade sheet.
- (iii) Word 'DUPLICATE' shall be endorsed in Red on top of the duplicate grade sheet.
- (iv) The grade sheet may be sent by post for passed out students at an additional cost of Rs. 100/- for National delivery and Rs. 2000/- for International delivery, covering the postal charges on completion of requirements at (i) & (ii) above.

2) Transcripts

a) Interim (up to 7th Semester)

- (i) Students are required to submit an application.
- (ii) Cost – Rs. 200/- per transcript
- (iii) Application should specify the reasons in support of requirement and also proof of same should be attached e.g. requirement of attaching transcript by a foreign University etc. In case of T & P requirement, the application should be approved by T & P Incharge, whether for On/Off campus interview.

b) Final (After Passing out)

- (i) First copy – free of charge.
- (ii) Additional copies @ Rs. 200/- per copy. Shall be issued based on the application of the student.



3) Provisional Degree/ Character Certificate/Migration Certificate

a) Initial Issue

- (i) Free of charge on submission of "No Dues Certificate" and on completion of degree requirements.
- (ii) Migration certificate shall only be issued subject to student having submitted his/her original migration certificate at the time of joining the University.

b) Duplicate Copies of Provisional Degree certificate and Migration Certificate

- (i) It shall be issued only on submission of an application along with copy of Lost Article Report lodged in the police station indicating the document, place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the place where documents have been lost.
- (ii) Word 'DUPLICATE' shall be written in red ink on top.
- (iii) The cost of duplicate shall be Rs. 500/- for each of the certificate. These may be sent by post at an additional cost of Rs. 100/- for National delivery and Rs. 2000/- for International delivery, covering the postal charges.

4) Final Degree

a) Awarded During Convocation

- (i) Cost – Nil
- (ii) Student should have submitted a 'No Dues Certificate', before being admitted to the Convocation.

b) Duplicate/Replacement

- (i) It shall be issued only on submission of an application along with the copy of Lost Article Report lodged in the police station indicating the document, place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the place where documents have been lost.
- (ii) Word 'Duplicate' shall be written in red ink on top.
- (iii) The cost of replacement shall be Rs. 5000/- . These may be sent by post at an additional cost of Rs. 100/- for National delivery and Rs. 2000/- for International delivery, covering the postal charges.

c) Collection after Convocation

- (i) Cost – Rs 400/- towards fee in Absentia
- (ii) Student should have submitted a 'No Dues Certificate', before being allowed to get the degree collected or being sent by post.
- (iii) Delivery by postage should be avoided. However, it can be sent at student's risk once student so writes. These may be sent by post at no additional cost for National delivery and cost of Rs. 2000/- for International delivery, covering the postal charges.
- (iv) Students can arrange collection through Parents or authorized person by giving an authority letter. The letter must bear similar signatures, as per the signature of the student on NO DUES CERTIFICATE. Further the authorized person need to have a certified Photo ID proof of him or her. The Institute may not issue the degree in case of doubt.



d) Collection before Convocation

- (i) Student should have submitted a 'No Dues Certificate', before being allowed to get the degree collected or being sent by post.
- (ii) Delivery by postage should be avoided. However, it can be sent at students risk once student so writes. These may be sent by post at an additional cost of Rs. 100/- for National delivery and Rs. 2000/- for International delivery, covering the postal charges.
- (iii) Students can arrange collection through Parents or authorized person by giving an authority letter. The letter must bear similar signatures, as per the signature of the student on NO DUES CERTIFICATE. Further the authorized person need to have a certified Photo ID proof of him or her. The Institute may not issue the degree in case of doubt.

e) Folder for final degree parchment

Cost – 400/- additional for post (optional), 200/- by hand (optional)

5) I Cards

a) Initial

Cost - Nil

b) Replacement

Fine of Rs. 500/- to be paid by the student alongwith an application enclosing a copy of Lost Article Report lodged in a local police station. Word 'DUPLICATE' shall be written in red ink on top, of the Duplicate issued.

6) Booklet on Academic System & Standing Orders

a) Initial (1st Year)

Cost - Nil

b) Additional Copies

May be issued @ Rs. 200/- per booklet, if stocks exist.

7) Attestation Charges

Cost - Nil

Bassi

Maj Gen Rakesh Bassi, SM, (Retd)

Registrar & Dean of Students

Jaypee University of Information Technology

Waknaghat, Distt. Solan (H.P)

Students Notice Board

Website - Important Notices

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Admin

CFO

