

Sr.no.	Documents Requested	Provided by	Charges (Rs.)
1	Duplicate I-cards	Academic Office	200
2	Duplicate Diploma certificate/Degree Certificate/transcripts	Academic Office	1500
3	Transcripts in sealed & signed envelopes to convocated students going abroad for higher studies (6 sets)	Academic Office	1000
4	Semesterwise signed gradesheets/signed copies of Annual reports given to Alumni (1 set)	Credit & Evaluation Cell	1000

***How to apply:***

**1. Duplicate I-cards**

- a. On the request received from regular students for issuing duplicate I card, in case they have lost their original I card, Academic Office provides duplicate I-Card.
- b. For this purpose the student has to pay Rs.200/- as charges for Duplicate I-Card at Accounts Office and show the receipt to Academic Office, after which he gets duplicate I-card from the Academic Office.

**2. Duplicate Diploma certificate/Degree Certificate/transcripts**

- a. Students are required to send a letter indicating the details of their enrollment and graduation years at NID along with a copy of FIR registered regarding misplacement of their Diploma Certificate/Degree Certificate/transcripts and a demand draft of Rs.1500/- .
- b. The details of students (his/her enrollment, year in which he/she convocated and copies of transcripts) are verified by the Academic Office.
- c. On satisfactory verification, Duplicate Diploma Certificate/Degree Certificate/transcripts are provided to the student. Duplicate Diploma Certificate/Degree Certificate is issued by Academic Office and transcripts are issued by Credit & Evaluation Cell. The documents are finally sent to the students by Academic Office.

**3. Transcripts in sealed & signed envelopes to convocated students going abroad for higher studies (6 sets)**

- a. Students are required to send a letter indicating the details of higher studies they are applying for and number of transcripts required by them in sealed and signed envelopes along with a demand draft of Rs.1000/- for 6 sets of transcripts.
- b. The details of students (his/her enrollment, year in which he/she convocated and copies of transcripts) are verified by the Credit and Evaluation Cell and then it issues transcripts to Academic Office.
- c. On satisfactory verification, transcripts are provided to the student in sealed and signed envelopes as per his/her requirement by Academic Office.

**4. Semesterwise signed gradesheets/signed copies of Annual reports given to Alumni (1 set)**

- a. Students are required to send a letter/email indicating the purpose for which they require the semesterwise signed gradesheets/signed copies of Annual Reports along with a demand draft of Rs.1000/-.
- b. The details of students (his/her enrollment, year in which he/she convocated and copies of transcripts) are verified by the Credit and Evaluation Cell.
- c. On satisfactory verification, semesterwise signed gradesheets/signed copies of Annual reports are issued to the Alumni by Credit and Evaluation Cell.