



**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY
BHOPAL**

Office of Controller of Examination

Office: 0755 4051030, 4051031, 4051032, Email: coe@manit.ac.in

Instructions for applying for obtaining Transcripts, Degree and Migration Certificate

A. Transcript

1. Duly filled application form in prescribed format (**Annexure-I**) to be submitted to the office of Controller of Examination (COE).
2. Requisite Fees to be remitted in the account section (Rs 1500/- for TEN copies, Rs 100/- for each additional copy and Rs 100/- as postal charges if required by post in India).
3. Original Mark sheets of all semesters to be submitted to the office of Controller of Examination (COE).

B. Degree

1. Duly filled application form in prescribed format (**Annexure-II**) to be submitted to the office of Controller of Examination (COE).
2. Requisite Fees to be remitted in the account section (Rs 500/- and Rs 100/- as postal charges if required by post in India).
3. Copy of Mark sheets of all semesters to be submitted to the office of Controller of Examination (COE).

C. Migration Certificate

1. Duly filled application form in prescribed format (**Annexure-III**) to be submitted to the office of Controller of Examination (COE).
2. Requisite Fees to be remitted in the account section (Rs 300/- and Rs 100/- as postal charges (if required by post in India)).
3. Copy of Mark sheets of all semesters to be submitted to the office of Controller of Examination (COE).

D. Duplicate Degree

1. Duly filled application form in prescribed format (**Annexure-II**) to be submitted to the office of Controller of Examination (COE).
2. Requisite Fees to be remitted in the account section (Rs 1000/- and Rs 100/- as postal charges if required by post in India).
3. Copy of Mark sheets of all semesters to be submitted to the office of Controller of Examination (COE).
4. Copy of lost degree to be submitted to the office of Controller of Examination (COE).
5. FIR to be lodged to respective police station where the degree has been lost and copy of it to be submitted to the office of Controller of Examination (COE).



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ANNEXURE - I

To,
Controller of Examination,
MANIT, Bhopal.

Sir,

I have been a student of MANIT, Bhopal and passed the examination (Ph.D. Coursework/
M.Tech./ MCA/ MBA / M.Plan./ B.Tech.)_____in (Branch)_____ in the year _____
with _____GGPA.

I request you to kindly issue me transcripts. (No of copies_____)

The necessary fee of Rs._____ has been deposited in the form of Bank Draft/ Bank
Challan/SBI Collect. Details of Bank Draft/ Bank Challan/ SBI collect_____
dated_____

Yours Sincerely,

Sign:

Name:

Sch No:

Email:

Phone:

Mobile:

Postal Address: (Only If transcripts are required at postal address)