

# Academic office and Examination Cell

## Whom to contact?

Sl. No	Details of Request/Query	Response time (no. of working days)	Desk Number
1.	Issue of Degree Certificate, Classroom allotment for tutorials/makeup classes/events/workshops etc.,	1 to 2	1
2.	Scholarship applications process, GATE Scholarships, Issue of TA Ship Letter, queries on Moodle registrations, Online fee payment, Seminar Portal Registrations.	1 to 2	2
3.	Issue of Bonafide / Residential /Vacation Certificate, Fee Demand certificate for the students who avail bank loan, Promotion Certificate, NOC for Conference / Internship / Interviews, Issue of ID cards.	1 to 3	3
4.	Queries on Tuition fee payments/refunds, Research Students semester registration and thesis submission, No-Dues Clearance. Issue of Semester transcripts / Consolidated final Transcripts / Provisional Certificate / Migration / Transfer / No Objection Certificate / Duplicate Degree and consolidated final transcript.	1 to 3	4
5.	Queries on Leave applications, registrations of Projects / Independent Study / BTPs, Exams and evaluation matters, Academic Probation, Convocation registration.	1	5
6.	Attestation of Degree, Consolidated final transcripts, sealed envelopes for higher studies, biometric Registration, attendance related queries.	1	6
7.	Queries on Academic Regulations, Policies, Course registration, Graduate Requirements, Timetable, Course withdrawal etc.,	NA	Room no. 104

Students are informed that, if they want any of the above documents/have a query, send email to [\*\*help.academics@lists.iiit.ac.in\*\*](mailto:help.academics@lists.iiit.ac.in) The respective staff member will respond you.

You can approach the Deputy Academic officer ([\*\*dyacad@iiit.ac.in\*\*](mailto:dyacad@iiit.ac.in)) or Dean(Academics) ([\*\*dean.academics@iiit.ac.in\*\*](mailto:dean.academics@iiit.ac.in)) for further guidance/ clarification on any matters not mentioned above.

Information/policy documents related to Academics and Examinations are available on internal website [\*\*https://intranet.iiit.ac.in\*\*](https://intranet.iiit.ac.in) under the respective office links.

Visiting Hours: Morning: **11:00 to 12:30PM**; Afternoon: **3:00 to 4:30PM**