DAIICT Students Document Service

Students Document Service Online Portal – **Click here**

The institute issues a range of academic documents to its students. A few of these are outlined as follows:

1. Combine Grade Report:

A comprehensive record of student's academic performance throughout [his/her] tenure at DA-IICT, including grades for individual courses, cumulative CPI, and any relevant academic distinctions.

2. Bonafide Certificate:

A document verifying a student's enrolment status at DA-IICT, including the duration of program/course details.

3. Fees Structure:

The fee structure refers to the detailed breakdown of costs of a particular program. It typically includes tuition fees, hostel fees, and any additional charges relevant to the service or program.

4. Semester-wise mark sheet:

A semester-wise mark sheet is provided at the end of each semester or academic term. It outlines the academic performance of the student for that specific period, typically listing the courses taken, grades achieved, credits earned, and any other relevant academic information.

5. Other:

Any additional documents as requested by the student for official or academic purposes.

Process:

To obtain documents issued by the institute, students typically need to follow a prescribed process outlined here. This process usually involves submitting a formal request through an online portal. The request may require specific details such as the

type of document needed, student identification information, and any additional documentation or fees if applicable. Once the request is received, the institute verifies the student's eligibility and processes the request accordingly. Upon approval, the requested document is prepared and issued to the student within a specified timeframe, adhering to the institute's policies and procedures.

Understand the Application Process:

- **Fill up Online Application Form**: Fill out the required application form for the specific document(s) you need.

- **Provide Necessary Information**: Supply any required information on the application form, such as your full name, student ID, program of study, registration number, and the specific documents you request.

- **Pay Applicable charges**: After completing the form, you will be directed to the payment gateway, where you can pay applicable fees.

- **Submit the Application**: Once you have completed the application form and paid any necessary fees, your application will be auto-submitted to the Registrar's Office for processing document requests. In case of any query, you will be contacted on your registered email ID and/or mobile number.

- **Processing**: Usually, the document will be ready in two working days for collecting in person. If you are seeking the document through courier/post, the expected time to receive the document depends on the time taken by the courier/postal department.

- **Receive the Documents**: Once your application has been processed, you will be notified when your documents are ready for pickup or delivery.

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In case of any difficulty / guidance,

Please write to **documents[at]daiict[dot]ac[dot]in**

OR

Contact us on **0749-68261 574**