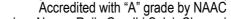
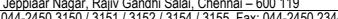


SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY (DEEMED TO BE UNIVERSITY) Accredited with "A" grade by NAAC Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119 Phone: 044-2450 3150 / 3151 / 3152 / 3154 / 3155 Fax: 044-2450 2344 www.sathyabama.ac.in





STEM CEATIFICATION OF THE PROPERTY OF THE PROP

ISO 9001:2008

		TION FOR T			
4 Name of the condic		ATION FOR T		PTS	
 Name of the candid (in Upper case letters 					-
2. Branch of Study :		Bato	Batch of Study:		
•			, 		<u> </u>
3. Register No. of the	•	•			
4. DETAILS OF TRANS					
(i) Set of Mark Tran Attach photocop				anscript required)	
Month & year of exam	y Oi illain Sileets	WIIUSE ITAIISE	Tipis are req	Juli eu	<u> </u>
(Nov /Apr)					
Month & year of exam (Nov /Apr)					
Total No. of ma	rks Transcripts in	a set (a)		_	
No. of sets req	uired	(b)			
(ii) Transcript of Cons		sheet:			
Attach photocopy					
•	equired	· , —	\		.,
Total amount paid towa	ards cost of Tran	scripts = [(a×b) + c] × Rs.1	00.00 + mailing cha	rges if reqd.
(A) By Crossed Dema	nd Draft (Write vo	our Register Nan	ne and Name	on the back side of th	he Draft)
In favour of "EXAM CE					
				Nam	
(B) BY BANK CHALL					
THE INDIAN BANK BE					
6. Probable date of co		nonials : Minimເ	ım of 10 days	s from date of receipt	of requisition
letter at the Controller of		TO. DV DECIO	דרחרה המפ	T / CDCCD DOCT /	IN DEDCOM
7.MODE OF RECEIPT 8.Provide the complete					IN PERSON
o.Provide the complete	e Mailing addics	S. (vviite iii t	ipper case Le	ellers)	
			Р	in code	
E-mail:					
Mobile no.					
Signature of the COE office Incharge Signature of the Candidate with Date					Date
(At the time of	requisition)		(At the	time of requisition)	
For Office was	/Details of Dean	otob)			
Request No	(Details of Despa		Due D	ate :	
Received by:			Due Do	ale	
Despatched by : Speed	Post / Read Post				
Doopatoriou by . opoot	ir oot / rtoga.i oo	`	Received th	ne Transcripts in pe	rson by :
Despatched on :					,
•					
Despatched by :			(Name	and Signature with [Date)

INSTRUCTIONS

The following transcripts will be issued by printing the required documents on security paper.

- (i) Marks Transcripts of Semester examinations
- (ii) Consolidated Marks Transcript (CMT)
- 1. One set of the above documents [i.e., one set (of all semesters) of marks Transcript + one CMT] or part of the set of the above documents, will be issued along with an envelope. For each set of the above documents only one envelope will be given. It may be noted that for the above items photo-copies have to be enclosed.
- 2. Cost of Transcript: Each mark Transcript cost Rs.100. A student can apply for multiple copies of each document. To calculate the cost, multiply the total No. of transcripts required by Rs.100 and add the Postal charges (if it is to be sent by post). Please mention the mode of postage in your application form.
- 3. **Submission of application**: The students who require their transcripts have to submit duly filled-in prescribed application for issue of transcripts, to the Controller of Examinations office, along with the necessary total amount of fee (@ Rs.100.00 per transcript) along with Mailing charges if applicable, in the form of DEMAND DRAFT in person or by post.
- 5. Demand Draft Details: The Demand Draft for the total amount of fee must be in favour of the "EXAM CELL SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY", Payable at Chennai, on any Nationalized Bank. Please write your Register Number and Name of the candidate on the back side of the Demand Draft.
- 6. **Postal Address**: Please post the Transcript Application, Photo copies of the mark sheets whose Transcript is applied for, along with the Demand Draft for the required amount to the following Address: **The Controller of Examinations, Sathyabama Institute of Science and Technology, Jeppiaar Nagar, Rajiv Gandhi, Salai, Chennai 600 119.Tamilnadu.**

7. MAILING CHARGES (If Transcripts are to be sent by post)

Mode of post	Charges within India	Remarks	
By Registered Parcel Post (up to 500 grams)	Rs. 300	up to a Maximum of 40 sheets	
By Speed Post within India (up to 200 grams)	Rs.200	Approx.15 sheets	

- 8. **Maximum time for issue of Transcripts**: A Maximum time of 10 days from the date of receipt of application form at the Controller of Examinations office.
- Enquiry about the status of application: The status of the application may be enquired by mentioning the application number or Requisition No. mentioned in the Payment Receipt issued by the COE Office. Contact Phone No.044-24503150,51,52,53,54,55 Extn: 5025, E-mail: coe@sathyabama.ac.in
- 10. **To collect the Transcript in person**: If the candidate is collecting the transcript in person, you are requested to bring the receipt which was issued by our COE office at the time of submitting the application. The transcripts will not be issued to any other person, without an authorization letter, identification proof and receipt.

NOTE:

- Transcripts will not be issued for TRANSFER CERTIFICATE AND DEGREE CERTIFICATES
- Attestation of Mark sheets, consolidated Marks Sheets will not be done by the Controller of Examinations office.
- Attestation will be done only for Transfer Certificate and Degree certificate on showing the original.