



## Procedure of Transcript

- A. Documents to be required for Issuance of Transcript
- Duly filled application for transcript
  - All Xerox of Mark sheet duly attested by Gazetted Officer
  - Payment receipt (online/offline) paid towards transcript charges as mentioned below in (B)
- B. Transcript charges are as follow:
- |   |                          |
|---|--------------------------|
| (i) Applying for first time transcript final year / pass out students | Rs. 1000/- for 10 copies |
| (ii) Additional copy for final year / pass out students               | Rs. 50/- per copy        |
| (iii) Applying for first time Pre final year students                 | Rs. 500/- for 05 copies  |
| (iv) Additional copy for Pre final year students                      | Rs. 100/- per copy       |
| (v) Postal charges (incase by Speed Post in India)                    | Rs. 100/-                |
- C. The transcript charges may be paid through either demand draft in favor of “**Director SVNIT MHRD Fund**” or by cash to the Institute Account Section or by online through <https://mis.svnit.ac.in/mispay/> (Online payment facility is available to students who admitted from Academic Year 2014-15 onward.)
- D. The application along with all required documents in (A) should be submitted either at the counter of B.Tech-I (Academic Section) of the Institute or by post on the address mentioned as under:  
To,  
Deputy Registrar (Academic),  
Sardar Vallabhbhai National Institute of Technology,  
Ichchhanath, Dumas Road,  
Surat-395007.  
**Please super scribe on the envelop “Apply for Transcript”.**
- E. In case of any difficulty in getting transcript, the students may contact either Academic Section (B.Tech.-I) or call on 0261-2201843 or by e-mail on acad\_btech1@svnit.ac.in.
- F. The transcript will normally be issued within 15 working days in case of having all required documents.
- G. Transcript will send through Speed Post if required postal charge has submitted.