

Ref. No.: IITDH/Academic Office/2019-20/09

23 January 2020

CIRCULAR

Subject: Information regarding various fee to be paid for obtaining academic documents from Academic Office at IIT Dharwad with immediate effect – reg.

It is brought to the notice of all the students at IIT Dharwad (Undergraduate & Postgraduate students), that IIT Dharwad is introducing various fee to be paid with immediate effect for obtaining academic documents from Academic Office as per the following schedule:

| S. No. | Document type | Amount to be paid | Remarks |
|--------|---|-------------------|--|
| 1 | Academic Transcript (for on roll student) | Rs.200/- | Signed copy of document will be issued within one day of confirmation of payment of fee to IIT Dharwad Accounts. |
| 2 | Academic Transcript (for passed out student) | Rs.400/- | |
| 3 | Bonafide Certificate | Rs.200/- | |
| 4 | Additional charges (for sending by post or email to one address within India) | Rs.200/- | Official copy of document will be sent by speed post or email to the designated address within one day of confirmation of payment of fee and proof will be shared. |
| 5 | Additional postage charges (for sending by post or email to one address outside India) | Rs.500/- | |
| 6 | Any other type of document not specified in rows above | Rs.200/- | The format is required to be furnished with the request. |

* One complimentary copy of academic transcripts will be issued to passing out students at the time of Convocation.

The mode of request and account details for payment of fee shall be as below:

| S. No. | Item | Details |
|--------|--|---|
| 1 | Bank details of IIT Dharwad for making payment | Bank Account Name: Registrar IIT Dharwad Bank Name: State Bank of India Branch: Main Branch, College Road, Dharwad Bank A/c No: 35636327083 IFSC Code: SBIN0000833 In Remarks Column: Student Name or Roll no. |
| 2 | Request to be made to | The Assistant Registrar (Academics) IIT Dharwad |
| 3 | Mode of request | By submitting signed application of request (or) By sending an email to aracademic@iitdh.ac.in academicstaff@iitdh.ac.in |

| | | |
|---|--|---|
| 4 | Information required from student in the request | Name of student: Roll no. of student: Programme enrolled: Batch year & Branch: Type of document required: Fee paid: Proof of fee detail: Transaction reference No. & Date: Any other information or specific request: |
|---|--|---|

This information is issued with the approval of Competent Authority at IIT Dharwad.

Sd/-
Assistant Registrar (Academics)
IIT Dharwad

Copy to:

1. Director's Office for information
2. All the UG & PG students
3. Dean (AP) / Dean (SW) / Dean (R&D and FW) / Dean (IPS)
4. OSD (F & A)
5. All the Faculty Members
6. All Assistant Registrars
7. Finance Division (with a request to confirm the payment details on priority in each case)
8. Academic Office (to obtain the confirmation from Accounts on receipt of each request)
9. Web-admin for uploading on website & Intranet