

Ref. No.: IITDH/Academic Office/2021-22/01

5th January 2022

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 has revised the circular for the various fee to be paid for obtaining academic documents from Academic Office with immediate effect as per the following table:

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 email to one address)	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 charges (for sending by post one address within India)	Rs.200/-	
6	Additional charges (for sending by post one address outside India)	Applicable postal charges	
7	Any other type of document not specified in rows above	Rs.200/-	

* 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	The students can use the same link which is mentioned below and select the "Other Payments" option to pay the respective fees (Bonafide Certificate, Transcript fee etc.). In the "Remarks" column, please mention the Roll Number. https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=3407756
2	Request to be made to	The Assistant Registrar (Academics) IIT Dharwad
3	Mode of request	By submitting signed application of request to academic office (or) By sending an email to academicstaff@iitdh.ac.in may be copy to aracademic@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