

Transcripts Issuance Policy

Policy # ST211 Transcripts Issuance Policy V1.1

Shiv Nadar (Institution of Eminence Deemed to be University) (Shiv Nadar IoE) 2022.

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Release Control

Release Date	Version No:	Details	Released by	Approved by
01.10.2014	V0.2	Pre Release, the purpose of pre - release is to inform all stake holders about the issuance of this policy and also to give advance Intimation to the assured departments to get prepared.	Amit Ray	Rajiv Swarup
07.10.2014	V1.0	First Release	Amit Ray	Rajiv Swarup
15.03.2023	V1.1	Amendment to the V1.0 (First Release)	Sudhir Naudiyal	Raja Natarajan

POLICY ASSURED BY:

Department:	Represented By:	Date
Registrar (Policy Owner)	Sudhir Naudiyal	24.03.2023
Finance	Alok Sharma	24.03.2023

POLICY RATIFIED BY:

Office of:	Represented By:	Date
Registrar	Sudhir Naudiyal	24.03.2023
Executive Director	Raja Natarajan	24.03.2023
Vice-Chancellor	Dr. Ananya Mukherjee	24.03.2023

Policy Details

1. OBJECTIVE

Students of Shiv Nadar IoE will need a chronological listing of their academic records to apply for further studies at institutions in India and outside. In order to facilitate this process, a printed transcript or e-transcript will be issued by the Registrar's office bearing the Institution seal and signature of the competent authority. The objective of this policy is to lay down the procedure for requesting of official transcripts by students and issuance of the same; and the procedures to be followed by the agencies applying for verification of the academic records and mode of payment, and the verification to be done by the Registrar's office.

2. SCOPE

This policy is applicable to all schools and institutions of the Shiv Nadar IoE unless specified otherwise. This policy applies to all the students, currently enrolled or having obtained a degree (diploma) from erstwhile Shiv Nadar University or Shiv Nadar IoE at any given point of time. For all requests received, transcripts on paper or e-transcript will be issued.

Registrar's Office is the owner of the policy and any clarifications or exceptions should be routed to the Registrar's Office. The policy is effective immediately on release and supersedes all the old policies, practices and communications on transcript request and issuance matters.

3. GENERAL GUIDELINES

- 3.1.** All outstanding obligations (financial, academic or administrative) pending against the applicant must be cleared before transcript request can be processed for him/her.
- 3.2.** A student's records cannot be released without his/her written consent. Every student has to submit a request to the Registrar's office for issuing of transcripts.
- 3.3.** Transcripts will include complete academic record of the student including courses, grades, SGPA, CGPA and degrees (diploma) received from Shiv Nadar IoE.
- 3.4.** For issuances of transcripts, fee has to be deposited with Finance upfront. Registrar's office will process request for the transcript issuance only after verifying proof of payment from the Finance Department.
- 3.5.** Requests with incomplete information will be rejected.
- 3.6.** No request will be accepted on phone.

4. PROCESS FOR PLACING REQUESTS

Students can place a request by submitting the duly filled Transcript Issuance Request Form (Annexure 1) to the Registrar's office along with fee deposit receipt in either of the following ways:

- 4.1 In Person:** The Registrar's office will accept the requests between 9:00 AM to 5:00 PM on any working day.
- 4.2 By Mail:** The completed request form can be dispatched by mail at the following address: Registrar's Office, Shiv Nadar IoE, NH-91, Tehsil Dadri, Gautam Buddha Nagar, Uttar Pradesh – 201314
- 4.3 Request by Email:** The completed request form (scanned copy of form as PDF attachment) can be sent on email at registraroffice@snu.edu.in with the subject line: **Request for issuance of Transcripts.**

5. FEE FOR TRANSCRIPT ISSUANCE

- 5.1. Official Transcript and Degree Certificate:** The official transcript and degree certificate are issued free of cost to the students in original hard copies as a one-time measure after the successful graduation. Post that, a specific fee has to be paid for academic records (semester wise or consolidated), whether the requirement is of a hard copy or soft copy, to apply to each University/institution.
- 5.2.** Semester wise grade sheet are posted on the student self-service portal and they can take a print and get it verified from the Registry, if needed. No fee will be charged for the same. However for any request of reissuance of semester wise grade sheet, provisional transcript, the student will have to pay the fees as mentioned below.
- 5.3. Fee Schedule:** There will be a uniform transcript fee for Indian and foreign Universities and the following charges will be applicable for issuance of provisional/official transcript, grade sheets, degree attestation and duplicate degree/official transcript/migration.

Name of the Document	Charges (In Rs.)	Unit
Provisional Transcript	1000	Per hard copy / e-copy
Official Transcript	1000	Per additional hard copy / e-copy (Initial Copy – No Charges)
Grade Sheets	1000	All semesters (During Graduation – No Charges)
Degree/Transcript/Grade Sheets Attestation	500	Per hard copy / e-copy

Duplicate Degree*	2000	Per hard copy
Duplicate Official Transcript*	1000	Per hard copy
Duplicate Migration*	500	Per hard copy

*The duplicate Degree/Official Transcript/Migration is issued only for genuine cases, if the original certificate is lost or stolen or damaged. In this case, candidate is required to submit

1. a police report from the nearest Police Station indicating the place and date for loss/theft of the certificate
2. a requisition letter duly signed by the candidate for application of duplicate certificate mentioning the damage/loss of the same
3. an indemnity bond as per Annexure 2.

The document shall be stamped "DUPLICATE".

5.4. In case there is a need to send the certified academic records directly to the Universities/Institutions (as a condition set by the specific University /Institution), a written request along with the contact details of the University/Institution where the academic records are intended to be sent, has to be sent to the Registrar's office.

5.5. Postage: The cost of sending the transcripts by mail (courier and/or speed post) will be on actuals. The charges incurred towards postage will be paid directly by the students to the designated vendor. The Registrar's office will select and notify the vendor to the student to make the payment.

5.6. Payment of Fees: All payments will have to be made in Indian Rupee currency. The acknowledgement received from finance against the fee deposited will have to be submitted to the Registrar's office for processing of respective requests. The payments may be done by either of the following two ways:

Cash: Deposited to Finance Department during 9:00 AM to 5:00 PM on any working days.

Net Banking: By transferring/depositing the total amount in our bank account as detailed below:

Bank name: AXIS BANK Ltd.
Branch: B2-B3, Sector 16 Noida, UP
Account No. 922010050830657
IFSC code: UTIB0000022
Beneficiary name: Shiv Nadar IOE DTB University Trust-Fee Collection

5.7. Collecting the Transcripts: The Registrar's office will inform the student to come and collect the transcripts requested. The processing time for requests received with complete information will be three working days. In case the receiving Institute accepts only sealed envelopes, transcripts will be issued in sealed envelopes to the students.

6. VERIFICATION OF DEGREE AND/ OR CERTIFICATES ISSUED BY ERSTWHILE SHIV NADAR UNIVERSITY OR SHIV NADAR IoE

6.1 VERIFICATION: An agency willing to verify the academic record of a student who graduated from Shiv Nadar IoE or Shiv Nadar University, can do so by sending an application by email or on their firm's letterhead mentioning the purpose of the verification along with following enclosures:

- i) Xerox copy of the certificate(s) to be verified
- ii) Signed authorization from the candidate, if possible
- iii) Prescribed fee

6.2 VERIFICATION CHARGES: An agency willing to verify the academic record of a student needs to pay an amount of Rs. 1000/- towards processing charges. The above amount may be paid through Bank Draft drawn in favour of "Shiv Nadar IOE DTB University Trust-Fee Collection" payable at "Noida".

OR

Through net banking by transferring/depositing the total amount in above bank account.

Furthermore, if the payment is made through net banking/ cash deposit, one has to send/ email the scan copy of the transaction receipt detailing the transaction to registraroffice@snu.edu.in

6.3 MAILING ADDRESS: The application along with Demand Draft and other documents have to be sent to the following address: **The Registrar, Shiv Nadar IoE, NH-91, Tehsil Dadri, Gautam Buddha Nagar, U.P., Pin Code – 201314. Phone: +91-120-7170100 or it can be emailed to the email id 'registraroffice@snu.edu.in'**

Shiv Nadar IoE reserves the right to alter, append or withdraw this policy either in part or in full based on discretion.

Annexure 1: Transcript Issuance Request Form

Student Name:		Status:	<input type="checkbox"/> Current Student <input type="checkbox"/> Alumni
Student Roll No:		Email ID:	
Degree:		Major:	
Admission Year:		Contact No:	
Total No Copies:		Fee Deposited(₹):	
Collecting Transcripts	<input type="checkbox"/> In Person		
	<input type="checkbox"/> I authorize the following person to collect the transcript on my behalf First Name _____ Last Name _____ (Nominated person has to carry valid ID proof to the Registrar's office)		
	<input type="checkbox"/> To be sent to email id/- please give email id		
Mail Transcript to: (Additional Destinations may be listed in the same format on the reverse of this form)			
Name (Individual or Office)			
Company or Educational Institution			
Address Line 1		Address Line 2	
Address Line 3		City	
State		Pin Code	
Country		No of Copies:	
Self-Declaration: I hereby request Shiv Nadar IoE to release my academic transcripts. I fully understand that any type of outstanding dues on record will prevent release of my transcript. Signature: _____ Name: _____ Date: _____ Request without a physical signature (i.e. with imaged, stamped or electronic signatures) will not be processed.			
For Office Use:			
	Processed By:	Verified by:	
Signature			
Name			
Date of receipt			
Release Date			

Annexure 2: Indemnity Bond

INDEMNITY BOND TO BE FURNISHED BY STUDENT REQUESTING FOR DUPLICATE CERTIFICATE

I, Enrollment NoName..... of Program.....Major (if applicable)having been admitted in Academic Year , do hereby solemnly affirm and declare that, I have lost the following original documents issued by Shiv Nadar (Institution of Eminence Deemed to be University) erstwhile Shiv Nadar University/following documents have been destroyed/ misplaced beyond recovery:

- (i)
- (ii)
- (iii)

I, have already lodged a report at police station clearly stating that the above said original documents have been lost/destroyed/misplaced beyond recovery and it is not possible to recover them. (Self-attested copy of report is attached)

Also, I undertake that I shall inform the Registrar, in case my original documents, as above is put to any kind of unfair use by any person(s) who has/can wrongly lay hands on it. I shall be solely responsible for all and/any damages which may accrue to the University. I say that I indemnify the University from all and/or acts of any kind.

I say that the above information /declaration given by me are true and correct and nothing therein is false or fabricated. In case anything is found to the contrary, I am liable to any penal action under the law.

Signatures of student
Name of Student
Date

Signatures of Witness
Name of Witness
Date