	THE NORTHCAP UNIVERSITY	REVIEW DATE :
	IOM	SHEET 1 OF 1

STANDARD OPERATING PROCEDURE:

ONLINE APPLICATION FOR TRANSCRIPT AND DISPATCH OF DOCUMENTS

Introduction


1. A sizeable number of our Alumni are seeking migration to US/Canada, Australia, Europe and other foreign countries. In most countries the education details are verified by World Education Society (WES) and the society requires that transcript of student be dispatched directly to WES in a sealed envelope. In order to reduce avoidable wastages of time and financial resources a facility of provision and dispatch of documents is extended to Alumni.

Aim

2. To streamline the process of accepting online application and requisite charges towards dispatch of documents.

Procedure of Online Application and Dispatch of Transcript

3. **Payments.** Provide desired payments to avail online services as under mentioned:-
 - a) To Obtain Transcript: **Rs.1000/- for one original + 04 attested copies. Additional copy @ Rs.100/-**
 - b) Collection of Detailed Grade Sheet (DGS) after programme: **Rs.200/-**
 - c) Duplicate Detailed Grade Sheet (DGS): **Rs. 500/- along with self attested affidavit of Rs.10/-**
 - d) Duplicate Degree Certificate: **Rs.1000/- . Production of FIR for loss and self declared affidavit of Rs.10/-**
 - e) **Postage and Handling charges.** These charges will be in excess of the charges being paid for receiving the documents. These are being charged to cover postal and handling expenses. Alumni are at liberty to collect such documents physically if they so desire. Postage and handling charges are:-
 - (i) Inside India by registered post: **Rs. 250/-**
 - (ii) Outside India by *registered post*: **Rs. 1000/-**, by *speed post*: **Rs. 2000/-** and by *FedEx Courier*: **Rs.3000/-**. Alumni to provide details of WES Registration Number.
4. **NCU FORM-35:-** To be filled by Alumni and pay prescribed fee to accounts department with under mentioned details:-
 - a) Name of Account Holder: **The NorthCap University**
 - b) Account Number: **82472010013980**
 - c) Account Type: **Saving Account**
 - d) Name of the Bank: **Canara Bank, The NorthCap University, Gurgaon Branch**
 - e) IFSC Code: **CNRB0018247**
5. As evidence of transfer of fund mail at id "coe@ncuindia.edu" and state your requirements.
6. It generally takes 04 working days but during examination times it may take upto a week. After 04 working days acknowledge receipt of dispatched documents for tracking purpose else initiate a reminder mail on given email id. at Para 5.
7. For any clarification on the above, please call on +91 1244195258.


Cmde. Diwakar Tomar NM (Retd.)
Registrar
20.09.2024

 THE NORTHCAP UNIVERSITY	APPLICATION FORM – MISCELLANEOUS CERTIFICATE NEEDS OF STUDENTS	Review Date:
		Sheet 1 of 2

To

The COE/COR
THE NORTHCAP UNIVERSITY
Gurgaon

Received Amount _____

Receipt No. _____

Date _____

Sir,

I wish to apply for the following (tick whichever is applicable)

(a) Character Certificate <input type="checkbox"/>	(b) Migration Certificate <input type="checkbox"/>	(c) Provisional Certificate <input type="checkbox"/>
(d) Transcript <input type="checkbox"/>	(e) Duplicate DGS <input type="checkbox"/>	(f) Correction in DGS/Degree <input type="checkbox"/>
(g) Re-evaluation of answer book <input type="checkbox"/>	(h) Bonafide Certificate <input type="checkbox"/>	(i) Any other <input type="checkbox"/>

Purpose:- _____

2. Details to be filled up by the applicant as under:

- (a) Programme : _____
- (b) Semester : _____
- (c) Batch : _____
- (d) Month(s) of Exam : _____

3. Personal Details:

- (a) Roll No. : _____
- (b) Name : _____
- (c) Father's Name : _____
- (d) Mother's Name : _____

4. Postal /Permanent Address: _____

Contact Details

- (a) Landline : _____
- (b) Mobile : _____
- (c) E-mail : _____

(d) Reason for applying (if Transcript, fill (e): _____

(e) University applied (India/Ex-India): i) _____ ii) _____

iii) _____ iv) _____ v) _____

vi) _____ vii) _____ viii) _____

I solemnly declare that the particulars given above are correct to the best of my knowledge.

Yours faithfully,

Signature of the applicant

Signature of the COE/COR

Date:

NOTE: For Instructions, please see reverse.

**For payment of fees kindly refer Examination related fee structure available on the NCU website.*

Payment is to be made to Accounts Department between (Mon to Fri only)

**INSTRUCTIONS TO CANDIDATES FOR ISSUE OF DUPLICATE COPY OF
DETAILED GRADE SHEET/DEGREE/CERIFICATE**

1. The form should be filled in legibly and signed by the candidate.
2. The form should be submitted to the Controller of Examinations.
3. A duplicate copy of the Detailed Grade Sheet will be issued on submission of affidavit signed by a Notary and FIR (in case of Degree/Certificate) on the grounds that either the original Degree/Detailed Grade Sheet has been irrecoverably lost, destroyed or defaced and on payment of the fee prescribed.
4. In very special case subsequent copies of the Detailed Grade Sheet may be issued for not more than four times, on submission of an affidavit signed and certified by Notary to the effect that the Detailed Grade Sheet issued previously by the University has been lost or destroyed, and on payment of the same fee as are prescribed for the issue of duplicate copy.

**FORM FOR AFFIDAVIT TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF RS.
10/-**

I, _____ Son/Daughter of Shri _____ R/o _____ do hereby solemnly affirm and declare that the original Detailed Grade Sheet(DGS) / Degree / Certificate dated _____ issued to me by ITM University, Gurgaon / THE NORTHCAP UNIVERSITY, Gurgaon on my having passed the _____ (Programme) _____ (semester) Examination in _____ (month & year) under University roll no. _____ has been lost /misplaced/ destroyed.

I have filed an FIR with _____ Police station _____ and attested copy of the same is appended hereto. (applicable only for loss of Degree/Diploma/Certificate).

I also undertake that if my original DGS/Degree/Certificate, which has been lost, if put to any unfair use by a person who may lay hands on it, I shall stand for the damages which may accrue from such use.

Deponent's Signature _____ Address _____

Date: _____

VERIFICATION

Verified at _____ (Place) this _____ day of _____ (Month) 20____ that the contents of the affidavit are true and correct to the best of my knowledge and belief.

Deponent's signature

SWORN BEFORE ME

Signature _____ Name: _____

Designation: (Notary Public)

Date: _____

_____ Official seal _____

Examination Related Fee Structure

S. No	Purpose	Fees / Charges
1	Submission of Examination form for Re-Major Test in July every year (only for students with one backlog course leading to year back / missing placement).	₹1000/- per course With late fee ₹1500/- per course
2	Paper re-evaluation (Major Test only)	₹500/- per paper Refund, if marks upgraded
3	Duplicate / Temporary Admit Card. (In case student forgets to carry Admit card during Minor/Major tests or loses it).	₹200/-
4	Academic Transcript	₹1,000/ (Both for UG and PG) (1 original & 4 attested copies only) ₹100/- per copy for any additional attested copy, thereof
5	Collection of Original Detailed Grade Sheet (DGS)	a) Within duration of the Program: Nil b) After Completion of Program – ₹200 Shall be charged per DGS
6	Correction in original Detailed Grade sheet or Degree (DGS/Degree) <ul style="list-style-type: none"> Since Provisional DGS is provided and 4 weeks given to point out corrections, if any. 	a) Data on DGS shall be taken from the 10 th Class certificate submitted during admission. b) For error in the DGS, due to change in details after initial submission of data to COR, charges as under: <ul style="list-style-type: none"> ₹200 Shall be charged per DGS
7	Issue of Duplicate DGS	Amount: ₹500 Document to be submitted: <ul style="list-style-type: none"> Self-attested Undertaking by Student with 10 as Court Fee stamp
8	Issue of Duplicate Degree Certificate	₹1,000/- on production of FIR in case of loss & Affidavit on ₹10/- Judicial stamp paper
9	Migration Certificate (COR)	No fees to be charged

2. Library Related Charges

S. No	Purpose	Fee / Charge
1	Overdue charges (to encourage the prompt return of Library material)	₹10 per day fine subject to a maximum of twice the cost of book.

3. Fine for Mobile Usage

S. No	Purpose	Fee / Charge
1	Fine for mobile usages at places other than allowed areas.	₹500/- per offence

4. Late Fee Fine for Semester Registration

S. No	Purpose	Fee / Charge
1	Fine for Late Registration (Semester)	₹1000/- for registering after the due date specified in Academic Calendar. (Allowable with fine for First two weeks after commencement of classes; thereafter initiate deletion from roll list).


Comde. Diwakar Tomar NM (Retd)
Registrar
20.09.2024