

**Office of the Dean Academic Affairs
Motilal Nehru National Institute of Technology
Allahabad – 211004, India**

1. Charges for Verification of Degrees and Obtaining Certificates etc.

S. No.	Item Description	Charges
1.	Verification of degrees and certificates for third party organizations.	Rs.1000/-*
2.	Transcripts	Rs.500/-** per set (1+4 copies)
3.	Duplicate grade sheet	Rs.500/-**
4.	Migration certificate	Rs.200/-**
5.	Provisional certificate	Rs.100/-**
6.	Original degree certificates (Effective from 2004)	Rs.300/- **
7.	Bonafide Certificate / Fees structure	Rs.20/-
8.	Certificate of English Language as a Medium of Instruction.	Rs. 50/-

* A demand draft of Rs. 1000/- in the name of Director, MNNIT Allahabad, payable at Allahabad must be sent along with the relevant documents to the office of Dean (Academic Affairs). The verification will be sent by Fax in India and by e-mail to foreign countries. In case, an organization recruits a student and asks for verification for the same, we do not charge for such verification.

**The certificates may be dispatched by Speed Post (in India) if the students desire, else they can collect from the office. A minimum time of three working days is expected from the date of application received to the final preparation of the certificate. However for preparation of Transcript, the average time of processing is seven working days.

A request for the transcripts is entertained only when information/documents as mentioned below are furnished along with the request:

- Name in full (in block letters):
- Registration Number of the institute:
- Department/Center of the institute:
- Degree obtained:
- Year of passing the final examination:
- Copy of all mark sheets
- Payment details and Proof of payment:
- Complete postal address where the transcripts is to be sent:

2. Rules for issuance of Duplicate Degree

In case of loss of original degree by the student, the student will make an application to the **Chairman, Senate, MNNIT, Allahabad** for the issuance of Duplicate Degree along with following documents:

- (1) Receipt of Rs. 500/- deposited in Account Section as fee for duplicate degree.
- (2) Copy of FIR made in a police station that the degree of the student concerned is lost.
- (3) An affidavit on a non-judicial stamp paper of Rs.10.00 in court of law.
- (4) Copy of notification made in newspaper of repute that the degree of student is lost mentioning the city where the degree has been lost.

After receiving the application along with the above-mentioned documents the office of the Dean (Academic Affairs) will process the application and Duplicate Degree will be issued to the student. Duplicate degree will bear an indication '**DUPLICATE**' on the top of the degree just below the name of the institute and it will be issued under signature of the **Chairman, Board of Governors** and the **Chairman, Senate, MNNIT, Allahabad**.

Contact:

The office of Dean (Academic Affairs)

Fax:- : 0532- 2545341, 2545677

Dean (Academic Affairs)