

Instructions for application of Transcript:

This is to inform all concern that to acquire transcript from the institute the following steps may be followed :

To apply for transcript online (without coming to institute)

- 1) Please go to nita.ac.in and then to "Form and Notice" page
- 2) Download the form for Transcript (Ref: page – 2).
- 3) Send the duly filled form to exam.nitagartala@gmail.com.
- 4) Attach the scan copy of degree certificate/provisional degree certificate, all the semester grade cards and payment receipt of Rs.500(for 5 set,for each additional set Rs.100/= is required to be paid)

To apply transcript offline (from the institute)

- 1) Please go to nita.ac.in and then to "Form and Notice" page or collect the form from Examination section
- 2) Submit the duly filled form to the Receipt counter of Examination Section(Room no.GF5).
- 4) Along with the duly filled form submit the copy of degree certificate/provisional degree certificate, all the semester grade cards and payment receipt of Rs.500(for 5 set,for each additional set Rs.100/= is required to be paid)

Regarding Payment:

Payment can be made online(Ref:Page 3) or by going to the SBI NIT Agartala branch.On payment collect either the online receipt of the transaction or challan from the bank.

Issuance of Transcript

Transcript will be issued to the candidate within 7 working days if he / she admitted to the programme in 2011 and onwards. If the applicant admitted to the programme before 2011 it will take a minimum of 15 working days for issuance of the transcript.



Application form for Transcript

Sl.No.

Name of the Student: _____
Enrollment No. / Registration No.: _____
Name of course & Department: _____
Current Semester/Passing year: _____
Purpose of the Transcript: _____
Copies of Transcript required: _____
Contact No. & e-mail of the Applicant: _____

(Signature of the Applicant with Date)

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Checklist (for office use only)

1. Submitted Challan: ()
2. Photocopy of all semesters grade cards: ()
3. If candidate is not collecting the transcripts in person, proper authorization document is required: ()

(Signature of the officials)

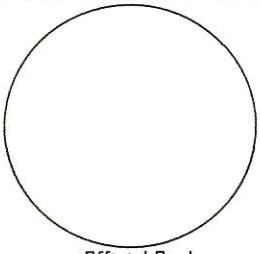
Certificate Printed by: _____

Certificate Distributed by: _____

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Application form for Transcript (Student Copy)

Sl.No.:

Name of the Student: _____
Enrollment No. / Registration No.: _____
Branch: _____
Current Semester: _____
Certificate collection Date (Tentative): _____



Official Seal

(Signature of the Official)

ELECTRONIC CLEARING SERVICE (Credit Clearing)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

DETAILS OF ACCOUNT HOLDER

NAME OF THE INSTITUTION	National Institute of Technology (NIT), Agartala
COMPLETE CONTACT ADDRESS	National Institute of Technology (NIT), Agartala Barjala, Jirania, P.O. NIT Agartala, Tripura (West) Pin-799046
TELEPHONE NO./FAX NO.	Tel: 0381-2546629/6630, Fax: 0381- 2546360/8512
E-MAIL ID OF THE FO/AO/REG/DIR	registrarnita@rediffmail.com

BANK ACCOUNT DETAILS

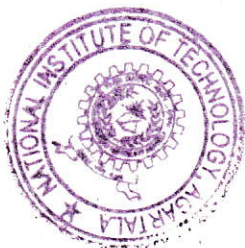
INSTITUTION ACCOUNT NAME (AS PER BANK RECORD)	NITA IRG Fund
ACCOUNT NO.	30369892838
IFSC CODE	SBIN0011491
BANK NAME (in full)	State Bank of India
BRANCH NAME	NIT Agartala Branch
COMPLETE BRANCH ADDRESS	State Bank of India, NIT Complex Branch, NIT Complex, Barjala, Jirania, P.O. NIT Agartala, Tripura (West), Pin-799046
MICR NO.	799002525
ACCOUNT TYPE	Savings

Certified that Institute's account is in an RTGS enabled branch.

I hereby declare that the particulars given above are correct and complete.

Date:

Mul 13/6/19



Associate Dean (Exam)
NIT, Agartala.