




## NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

### SOP for Acquiring the Required Academic Documents (Related to Examinations)

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY AGARTALA MAY FOLLOW THE SAME FORMS FOR ACQUIRING THEIR ACADEMIC DOCUMENTS

Document Details	Applications Fee (INR)	Processing Period (No. of Working Day required)	Application Link	Mode of Delivery
Mark Statement	50.00	1	  Click to the form below and submit your application :  <a href="https://tinyurl.com/yu5kag79">https://tinyurl.com/yu5kag79</a> or scan the QR Code given above.	Sent to the Email provided
Transcript	500.00	7 (For admission batch 2011 and after) 15 (For admission batch 2010 and before)		DIGITAL COPY : EMAIL PAPER COPY : FROM DESPATCH SECTION OF EXAMINATION
Rank Certificate	50.00	1		Sent to the Email provided
CGPA to Percentage Conversion	50.00	3		Sent to the Email provided
Semester Grade Card	-----	1		COLLECT FROM DEPARTMENT AS PER NOTICE GIVEN
Degree Certificate	FOR 2021 AND BEFORE : 1500/= FOR 2022 AND AFTER : NIL	1		NEED TO BE COLLECTED FROM THE DESPATCH SECTION OF EXAMINATION
MIGRATION/TRANSFER CUM MIGRATION	300.00	1		Sent to the Email provided
Statement of Grade	NR	1		Sent to the Email provided
Medium of English	50.00	3		Sent to the Email Provided

Mark statement is not for the students who have already graduated. They can apply for statement of grade.

Statement of Grade will display all the grades secured in each subject, SGPA, CGPA, Date of Examination and Date of Result Publication.

Mark Statement will only show the SGPA, CGPA and Number of Backlogs of each semester upto which one has been promoted.

Transcript is issued to each student both graduated and current students. Rs.500 is minimum fee against which 5 set of Transcripts will be issued. For each additional set Rs.100/= per set need to be paid.

Postal Delivery of Academic Document is Prohibited as per order. Either the applicant can visit Exam Office and collect the document. Or His/Her Faculty Member can collect. Or his juniors/friends can collect provided he/she take the permission from Associate Dean Examinations

For any problem/confusion email at : exam.nitagartala.at@gmail.com

