



# Aliah University

Action Area II, Plot No. IIA/27, New Town, Kolkata- 700 160  
Office of the Controller of Examinations

Date: 14.07.2023

## Notice regarding issuance of Grade Cards, Certificate, Transcript etc.

It is hereby notified to all concerned that in connection with issuance of Grade Cards, Certificates etc., the existing guidelines are to be maintained.

1. Students have to produce **clearances** as noted below for respective documents:

Final Semester	Semester Grade Card/ Consolidated Grade Card/ Provisional Certificate/ Certificate	Fees clearance Department clearance Library clearance Hostel clearance (For Hosteller only)
Non-Final Semester	Semester Grade Card	Fees clearance
Doctoral	Consolidated Grade Card of Ph.D. Course work	Fees clearance
	Provisional Certificate	Fees clearance
	Certificate	Clearance from University Research Programme Cell

2. **Final** Semester Grade Card will **not** be issued to the students who have failed in any Course(s) in any Semester(s). The final Semesters for each Programme are:

- i. Semester-VIII of B. Tech.,
- ii. Semester-VI & X of 5-year Integrated MBA
- iii. Semester-IV of M.A./ M.Sc./ M. Tech./ LL.M.,
- iv. Semester-VI of B.A. (Hons.) /B.Sc. (Hons.)

3. After passing the failed Course(s) through Supplementary Examination, students have to collect the **Updated** Semester Grade Card by returning the previously issued Semester Grade Card.

4. For receiving **Certificates**, students must show final Semester Grade Card or Consolidated Grade Card or Provisional Certificate.

5. For receiving **Duplicate/ Corrected** documents, following additional fees are to be deposited. After receiving the application complete in all respect, the Examination Section shall issue documents in 3 to 7 working days.

Fee for Duplicate Degree Certificate	Rs. 300/-
Fee for Duplicate Consolidated Grade Card/ Mark Sheet	Rs. 300/-
Fee for Duplicate of each Semester Grade Card	Rs. 200/
Correction fee per document	
Within one year of Date of Admission	Nil
After one year from Date of Admission	Rs. 150/-



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6. Fees for Supplementary Examination, Rank Card, Transcript etc. are mentioned below.

Examination fee per Paper for Supplementary Examination	200/-
Rank Card (only for topper who passed all papers in first attempt i.e., without any Supplementary Examination)	Nil
Fee for Transcript per copy	300/-
Fee for Ph.D. Provisional Certificate	250/-

Provisional Certificate of Ph.D. shall be issued within 3-7 days after receiving the approval from the competent authority. Issuance of Transcript shall take 7-10 days.

7. In case of receiving any document(s) by the third party, due process of **authorisation** shall be followed in addition to submission of above clearances.

8. In all above cases, students must produce **identity card** issued by the University or any valid identity proof bearing photograph.

Sd/-

**Dr. S. M. A. Nayeem**

**Controller of Examinations (Acting)**

Copy to:

1. P.A. to the Vice-Chancellor for kind information
2. P.A. to the Registrar for information
3. All Deans
4. Finance Officer
5. Dy. Registrar
6. All Heads/ Heads (Off.)
7. Students' Notice Board
8. T.P.O.
9. Chairman, HMC
10. Asst. Librarians
11. Mr. Asif Iqbal – He is requested to upload the Notice on the University website
12. Office File
13. Guard File