**INDIAN INSTITUTE OF TECHNOLOGY**
**(INDIAN SCHOOL OF MINES), DHANBAD**

# PROCEDURE FOR DEGREE/ STUDENT VERIFICATION

In order to get student verification from IIT (ISM) Dhanbad, the desirous agencies are required to submit a letter addressed to the Joint Registrar (Examination & Academic), Indian Institute of Technology (Indian School of Mines) Dhanbad,  Dhanbad – 826004 (INDIA) along with following details/ documents:

a. Names, admission number, course/discipline, year of passing etc. of the student alongwith copy of final semester grade card and degree certificate (if any) alongwith written consent from student concerned (if available).

b. In case of any doubt, the agency applying for student verification will be required to provide original documents for verification and to provide complete details of candidate concerned with identity proof.

c. The Charges for degree/student verification transcripts are as under:

| 1 | Charges for verification of student record for other institutions/ organisations (Within 5 years of passing) | By Indian Placement Agencies – Rs. 2,000/- + GST as applicable (18%) By Foreign placement Agencies – US $ 100.00 + GST as applicable (18%) |
|---|---|---|
| 2 | Charges for verification of student record for other institutions/ organisations (After 5 years of passing) | By Indian Placement Agencies – Rs. 3,000/- + GST as applicable (18%) By Foreign placement Agencies – US $ 200.00 + GST as applicable (18%) |

d. The verification fee should be paid through SB collect through the link given below: https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=272342

e. The GSTIN Registration number of IIT (ISM) Dhanba is 20AAAAI0686D1ZA.

f. The invoice for verification fee will by provided by Deputy Registrar (Finance & Accounts), IIT (ISM) Dhanbad through email (Email id: dr_fa@iitism.ac.in Telephone: 0326-2235611).

g. All request for student/ degree verification should be sent to Joint Registrar (Exam & Academic), Indian Institute of Technology (Indian School of Mines) Dhanbad- 826004 (India) through email (exam@iitism.ac.in) or by post alongwith all required documents and receipt for fee payment.  The details of online fee payment should be indicated in the request letter.

d. Where the verification letter is sent through post, the role of the IIT (ISM) in sending the documents is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.

2. The verification of students will normally be done within 07 working days of receipt of complete application supported with relevant documents. However, during semester examinations or other compelling circumstances, no specific time frame can be given.

# INDIAN INSTITUTE OF TECHNOLOGY
## (INDIAN SCHOOL OF MINES), DHANBAD

# PROCEDURE FOR GETTING TRANSCRIPT

In order to get transcript from IIT (ISM) Dhanbad, the students are required to submit an application addressed to the Joint Registrar (Examination & Academic), Indian Institute of Technology (Indian School of Mines) Dhanbad, Dhanbad – 826004 (INDIA) along with following documents:

A.       Names and addresses of the Institutions in favour of which transcript(s) are required i.e. University/Institute's names. Where student provides no details of the University/Institute, transcript(s) may be issued without mentioning specific name(s) of the University/Institute.

B.       Set(s) of **Good Quality** photo copy (both sides) of all Grade Cards, Degree Certificate in appropriate numbers (one set for each transcript)

C.       The Charges for issuing transcripts are as under:

|  |  |
|---|---|
| (i) Within 5 years of passing: | Rs.2,000/- (for first two sets) & Rs.1000/- for each additional set + postal charges extra |
| (ii) After 5 years of passing: | Rs.3,000/- (for first two sets) & Rs.1500/- for each additional set + postal charges extra |

*Note: In case of personal delivery, postal charges need not be paid. The postal charges (Through speed post) for delivery within India will be Rs. 100/- for each set of transcript. The students are required to provide complete postal address for this purpose.*

D.       The Transcript charges should be paid through Demand draft in favour of 'Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad' drawn on State Bank of India, ISM Campus Branch, Dhanbad (India) (Code 1641)

E.       If transcripts are required to be delivered in person, there must be valid authorisation, if the sealed packets of transcript(s) is to be delivered to the person other than applicant.

F.       Where transcripts are sent through post, the role of the IIT (ISM) in sending the documents is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.

G.       The application along with all required documents should be submitted at the Counter of Examination Section of the Institute.

H.   The transcripts will normally be issued within 15 working days of receipt of complete application supported with documents. However, during semester examinations or other compelling circumstances, no specific time frame in issuing transcript(s) can be given.

I.   In case of any difficulty in getting transcripts, the students may contact Joint/Deputy Registrar (Examination & Academic).

# INDIAN INSTITUTE OF TECHNOLOGY
## (INDIAN SCHOOL OF MINES), DHANBAD

# PROCEDURE FOR GETTING DUPLICATE GRADE CARD/ DEGREE CERTIFICATE

1. In order to get duplicate grade card/ degree certificate from IIT (ISM), Dhanbad, the students are required to submit an application addressed to Joint Registrar (Examination & Academic), Indian Institute of Technology (Indian School of Mines), Dhanbad along with following documents:

   a. In case of lost certificate, a Copy of FIR lodged in the police station of the area where the student lost the certificate.

   b. In case of accidentally damaged certificate beyond recognition, the student should submit an affidavit sworn in a court of law declaring that he/she has accidentally (mentioning reasons) damaged the original certificate beyond recognition.

   c. In case of accidentally damaged certificate, which is still recognizable, but cannot be used as a certificate any more, student shall be required to submit damaged certificate to the Institute.

   d. The charges for issue of Duplicate Grade Card is Rs. 1000/- (within 5 years of passing) and Rs. 2000/- (after 5 years of passing). The charges for issue of Duplicate Degree Certificate is Rs. 3000/- + postal charges (Rs. 100/- for delivery in India). The fees can be deposited through online process of 'SBI Collect' at ISM Cash Counter and the receipt of the same should be submitted along with application. Outstation candidates may pay their fees through Demand draft payable in favour of Registrar, Indian School of Mines , Dhanbad drawn on State Bank of India, ISM Campus Branch Dhanbad.

   e. Duplicate grade card/ degree certificate will be delivered to the candidate concerned only else the same will be sent through Registered Post. The role of the ISM in sending the documents is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.

   f.  The application along with all required documents should be submitted at the Counter of Examination Section of the Institute.

2. Students are advised to submit a photocopy of the grade card/ degree certificate if available. The duplicate grade card/ degree certificate will normally be issued within 21 working days of receipt of application along with all documents. However, due to semester examinations or other administrative reasons it may take more time.

3.  In case of any difficulty in getting Duplicate Grade Card/Degree Certificate, the students are advised to contact Deputy Registrar (Examination & Academic).

# INDIAN INSTITUTE OF TECHNOLOGY
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## OTHER EXAMINATION AND ACADEMIC RELATED CHARGES

| | Particulars | Amount |
|---|---|---|
| 1 | Fees for registration of Carry Over Papers | Rs. 500/- for each paper in addition to normal registration fee and to be paid along with registration fee of the semester. |
| 2 | Special Examination Fee for B.Tech./ M.Tech./ M.Sc./M.Sc.Tech/ M.Phil/ MBA etc. | Rs. 500/- |
| 3 | Examination fee for Research Scholars | Rs. 500/- per paper |
| 4 | Rechecking of Answer Scripts | Rs. 500/- per paper |
| 5 | Issue of Duplicate grade card (within 5 years of passing) | Rs. 1,000/- |
| 6 | Issue of Duplicate grade card (after 5 years of passing) | Rs. 2,000/- |
| 7 | Issue of Duplicate Degree certificate | Rs. 3,000/- |
| 8 | Issue of Duplicate Identity Card | Rs. 500/- |
| 9 | Issue of Migration Certificate | Rs. 500/- |
| 10 | Charges for sending transcripts to foreign/other Universities (For existing students) | Rs. 500/- per set + postal charges extra |
| 11 | Charges for sending transcripts to foreign/other Universities (Within 5 years of passing) | Rs. 2,000/- (For first two sets) Rs. 1000/-(for each additional set) + Postal charges extra |
| 12 | Charges for sending transcripts to foreign/other Universities (After 5 years of passing) | Rs. 3,000/- (For first two sets) Rs. 1,500/- (For each additional set) + Postal Charges extra |
| 13 | Charges for verification of student record for other institutions/organisations (Within 5 years of passing) | By Indian Placement Agencies – Rs. 2,000/- + **GST as applicable (18%)** By Foreign placement Agencies – US $ 100.00 + **GST as applicable (18%)** |
| 14 | Charges for verification of student record for other institutions/organisations (After 5 years of passing) | By Indian Placement Agencies – Rs. 3,000/- + **GST as applicable (18%)** By Foreign placement Agencies – US $ 200.00 + **GST As Applicable. (18%)** |
| 15 | Application fee for Ph. D. Registration (payable along with application) | Rs. 1,000/- |
| 16 | Examination fee for Research Degree Evaluation a. For D. Sc. b. For Ph. D. | Rs. 25,000/- Rs. 10,000/- |