

Sardar Vallabhbhai National Institute of Technology, Surat-395 007

Issuance of Documents by Academic Section

Sr. No.	Academic Documents	Required document to be attached	Fee (INR)	Email id to communicate
1.	Migration Certificate	a. Application for Migration Certificate (Download) b. Copy of Last Semester Marksheet c. Copy of Degree Certificate/ Copy of Provisional Degree Certificate d. Copy of ID Card e. Admission offer letter / Fee payment receipt of admitted Institute f. Migration Certificate fee payment receipt (Original)	120/- { 7 working days }	B.Tech. : acad_btech4@svnit.ac.in M.Tech. : acad_mtech@svnit.ac.in M.Sc. : acad_msc@svnit.ac.in
2.	Duplicate Marksheet	a. Application for Duplicate Marksheet (Download). b. Affidavit to have clear reason of duplicate marksheet (on 100/- Rs. Stamp) c. Duplicate Marksheet fee payment receipt (Xerox)	500/- per semester { 15 working days }	B.Tech.-I : acad_btech1@svnit.ac.in B.Tech.-II : acad_btech2@svnit.ac.in B.Tech.-III : acad_btech3@svnit.ac.in B.Tech.-IV : acad_btech4@svnit.ac.in M.Tech.-I & II : acad_mtech@svnit.ac.in M.Sc.-I to V : acad_msc@svnit.ac.in Ph.D. : acad_phd@svnit.ac.in
3.	Duplicate Degree Certificate	a. Duplicate Degree Certificate Form (Download) b. Original Police FIR report copy c. Affidavit to have clear reason of duplicate marksheet (on 100/- Rs. Stamp) d. Duplicate Degree Certificate fee payment receipt (Xerox)	1000/- { within 1-2 months }	B.Tech. : acad_btech4@svnit.ac.in M.Tech. : acad_mtech@svnit.ac.in M.Sc. : acad_msc@svnit.ac.in Ph.D. : acad_phd@svnit.ac.in
4.	Medical Certificate	a. Medical Form (Download) b. Doctor Medical Certificate (from whom treatment taken)	Nil { 05 working days }	B.Tech.-I : acad_btech1@svnit.ac.in B.Tech.-II : acad_btech2@svnit.ac.in B.Tech.-III : acad_btech3@svnit.ac.in B.Tech.-IV : acad_btech4@svnit.ac.in M.Tech.-I & II : acad_mtech@svnit.ac.in M.Sc.-I to V : acad_msc@svnit.ac.in

Sr. No.	Academic Documents	Required document to be attached	Fee (INR)	Email id to communicate
5.	Duplicate ID Card	a. Application for Duplicate ID Card (Download) b. Duplicate ID Card fee payment receipt (original)	25/- { 5 working days }	B.Tech. : acad_btech1@svnit.ac.in M.Tech. : acad_mtech@svnit.ac.in M.Sc. : acad_msc@svnit.ac.in Ph.D. : acad_phd@svnit.ac.in
6.	Character Certificate for passout students	a. Application for Character Certificate (Download) b. Copy of Last Semester Marksheet c. Copy of Degree Certificate/ Copy of Provisional Degree Certificate d. Copy of ID Card e. Admission offer letter/Fee payment receipt of admitted Institute	Nil { 15 working days }	B.Tech. : acad_btech4@svnit.ac.in M.Tech. : acad_mtech@svnit.ac.in M.Sc. : acad_msc@svnit.ac.in
7.	Excess Fee Refund/ Refund of Security Deposit	a. Fee refund form (Download) b. Proof of Excess payment including relevant receipt/ Original 1 st semester Fee receipt c. Photo copy of Bank Account passbook (SBI only)	Nil { 30 working days }	B.Tech.-I : acad_btech1@svnit.ac.in B.Tech.-II : acad_btech2@svnit.ac.in B.Tech.-III : acad_btech3@svnit.ac.in B.Tech.-IV : acad_btech4@svnit.ac.in M.Tech.-I & II : acad_mtech@svnit.ac.in M.Sc.-I to V : acad_msc@svnit.ac.in Ph.D. : acad_phd@svnit.ac.in
8.	ID Card (First Time)	Notice will be display on Institute website a. For Open/OBC/EWS category students Original Fee Payment Receipt b. For SC/ST category students Original Document Verification Slip	Nil	B.Tech. : acad_btech1@svnit.ac.in M.Tech. : acad_mtech@svnit.ac.in M.Sc. : acad_msc@svnit.ac.in Ph.D. : acad_phd@svnit.ac.in
9.	Bonafide Certificate (Currently studying students)	a. Apply on MIS portal	Nil { 7 working days }	B.Tech.-I : acad_btech1@svnit.ac.in B.Tech.-II : acad_btech2@svnit.ac.in B.Tech.-III : acad_btech3@svnit.ac.in B.Tech.-IV : acad_btech4@svnit.ac.in M.Tech.-I & II : acad_mtech@svnit.ac.in M.Sc.-I to V : acad_msc@svnit.ac.in Ph.D. : acad_phd@svnit.ac.in
10.	Transcript (All Program)	Procedure of Issuance of Transcript	Nil { 15 working days }	Mail to : acad_btech1@svnit.ac.in

Sr. No.	Academic Documents	Required document to be attached	Fee (INR)	Email id to communicate
11.	Degree Verification	a. Student's Last Semester Marksheet b. Student's Degree Certificate By Mail / By Post For Post: To, Deputy Registrar (Academic), Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Dumas Road, Surat-395007. Please super scribe on the envelop "Degree Verification"	Nil { 15 working days }	B.Tech. : acad_btech4@svnit.ac.in M.Tech. : acad_mtech@svnit.ac.in M.Sc. : acad_msc@svnit.ac.in Ph.D. : acad_phd@svnit.ac.in CC to : ar_acad@svnit.ac.in dy_acad@svnit.ac.in



Procedure of Transcript

A. Please send application along with all Xerox of Mark sheet duly attested by Gazetted Officer for Issuance of Transcript.

B. Transcript charges are as follow:

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| (i) | Applying for first time transcript final year or even passout students | Rs. 1000/- for 10 copies |
| (ii) | Additional copy for final year or even passout students | Rs. 50/- per copy |
| (iii) | Applying for first time other than final year students | Rs. 500/- for 05 copies |
| (iv) | Additional copy for other than final year students | Rs. 100/- per copy |
| (v) | Postal charges (incase by Speed Post) | Rs. 100/- |

C. The transcript charges may be paid through either demand draft in favor of “**Director SVNIT MHRD Fund**” or by cash to the Institute Account Section or by online through <https://mis.svnit.ac.in/mispay/> (Online payment facility is available to students who admitted from Academic Year 2014-15 onward.)

D. The application along with all required documents should be submitted either at the counter of B.Tech-I (Academic Section) of the Institute or by post on the address mentioned as under:
To,
Deputy Registrar (Academic),
Sardar Vallabhbhai National Institute of Technology,
Ichchhanath, Dumas Road,
Surat-395007.

Please super scribe on the envelop “Apply for Transcript”.

E. In case of any difficulty in getting transcript, the students may contact either Academic Section (B.Tech.-I) or call on 0261-2201843 or by e-mail on acad_btech1@svnit.ac.in.

F. The transcript will normally be issued within 15 working days in case of having all required documents.

G. Transcript will send through Speed Post if required postal charge has submitted.