



KELKAR EDUCATION TRUST'S
Vinayak Ganesh Vaze College of Arts, Science & Commerce
(Autonomous)
Mithagar Road, Mulund (East), Mumbai 400 081.

PROCEDURES

TRANSCRIPT

Required Documents :-

- Original Marksheets for verification.
- Written application addressed to the Principal stating the reason for applying for Transcript with Email ID & Contact Number.
- All Regular & ATKT Marksheet copies (If any).

Counter timing for submitting application and payment of fee : 10.00 am to 1.00 pm.

Email ID : vk1984degreetranscript@gmail.com

Time period needed by the office to keep document/s ready : 15 working days.

Counter No : 5

Kindly refer to the Fee Chart provided below.

Ref No. VC/2022-23/GEN/018

KET'S V.G.VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE (Autonomous)
Mithagar Road, Mulund- (East), Mumbai-400 081

STATEMENT SHOWING THE CHARGES FROM 1st APRIL, 2023

| Sr.No | Particular | Amount Rs./- |
|-------|---|-----------------|
| 1. | Bonafide Certificate | 50 |
| 2. | No Objection Certificate for Academic | 100 |
| | No Objection Certificate for Visa | 500 |
| 3. | Medium of Instruction | 100 |
| 4. | Back Log Certificate (Hard Copy) | 500 |
| | Back Log Certificate (Via Email) | 1000 |
| 5. | Letter of Recommendation Per University/Subject | 500 |
| 6. | Transcript -Junior (For Five Copies) | 750 |
| | Transcript -Junior (Via Email) | 1250 |
| | Transcript -If Correction ask for Fresh Transcript-Junior | 750 |
| 7. | Transcript-Degree (For Five Copies) | 1250 |
| | Transcript -Degree (Via Email) | 1750 |
| | Transcript -If Correction ask for Fresh Transcript-Degree | 1250 |
| 8. | Transcript -Extra Per Copy | 100 |
| 9. | Course Completion Letter for Foreign University | 500 |
| 10. | Transfer Certificate (For Last Year) | 200 |
| | Transfer Certificate (For Last to Last Year and Other) | 300 |
| 11. | Duplicate Leaving Certificate (For Last Year) | 200 |
| | Duplicate Leaving Certificate (For Last to Last Year and Other) | 300 |
| 12. | Duplicate Per Marksheet Last Three Year | 900 |
| | Duplicate Per Marksheet Prior to 3 Year but up to 8 years | 1200 |
| | Duplicate Per Marksheet Prior to 8 Year but up to 15 Years | 1400 |
| | Duplicate Per Marksheet Prior to 15 Year | 1800 |
| 13. | Revised Marksheet | 150 |
| | Name Correction in Marksheet (on the basis of XII Marksheet) | 150 |
| | Name Correction in Marksheet (on the basis of XII Marksheet) Prior to 2012-2013 | 500 |
| 14. | Late Fee for Marksheet (Prior 2022-2023) | 100 |
| 15. | Name Correction in Convocation Certificate (Per Correction) | 250 |
| 16. | Education Verification Per Document (For Employment) | 500 |
| 17. | Conversion of Grade in to Marks | 150 |
| 18. | Form-112 | 250 |
| 19. | Attestation -For (Five Copies) & Additional Per Copies for Rs. 100 | 100 |
| 20. | Internship Letter (Per Letter) | 50 |
| 21. | Other as per Student requirement per Letter /Document | 500 |
| 22. | Name Correction in Fee Receipt | 50 |
| | Duplicate Fee Receipt | 50 |
| 23. | Name Correction in I-Card | 150 |
| | Duplicate I- Card | 150 |
| 24. | Adhar Card updation Form | 250 |
| 25. | Eligibility Status Report | 100 |

Note:- 1. Duplicate Marksheet -Period required for issue =30 days (for Prior to 2012-2013)

2. Name Correction in Marksheet -Period required for issue is 15 days.

Vice Principal

V. G. Vaze College (Autonomous)
Mulund (East), Mumbai - 400 081



Principal

V. G. Vaze College (Autonomous)
Mulund (E), Mumbai - 400 081