

	THE NORTHCAP UNIVERSITY	REVIEW DATE :
	IOM	SHEET 1 OF 1

PROCEDURE FOR OBTAINING TRANSCRIPT

(CONSOLIDATED STATEMENT OF GRADES)

1. The University has provision for issue of Transcript (consolidated statement of grades) to (UG & PG) final and pre-final semester students after publication of their results. Transcript is prepared only after the Dean's office has forwarded the result to Examination Cell after final verification.
2. ITM-MDU (Autonomous batch 2009-2013) students who have passed out can also apply and obtain a Transcript from the Examination Cell.
3. Alumni of ITM under MDU scheme prior to 2009 entry can also obtain a Transcript which will be issued by Controller of Records (room no.39).
4. Students are to apply on NCU Form-35 available in the Library or University website (*under sub-link-Forms*) to Examination cell (room no. 116) after payment of prescribed fee (presently Rs. 1000/-) wherein one original and four attested copies would be issued. Additional attested copies if required can be obtained on payment of prescribed fee of Rs. 100/ per copy.
5. Preparation of Transcript normally takes 4/5 days, but during Minor/Major tests this period may get extended.
6. Students desirous of getting their documents stamped & sealed may bring an envelope and write the address neatly and after sealing post it under own arrangements.
7. For any clarification on the above, please call on +91 1244195258.