



AUD/19-1/2023/AES/1091

Dated: 08.11.2023

**NOTIFICATION**

This is to notify all the concerned Schools/departments that the following procedure has been approved to issue the Duplicate Semester Transcripts, Collection of Documents through the authorized person, and collection of documents after one year of issuance.

| Sl. No. | Name of the document   | Procedure: How to apply  |
|---------|--|--|
| 1.      | Duplicate Copy of Semester Transcript, in case of Lost / Stolen/ Damage / Defaced / Mutilated etc. | Students need to submit a written application to the school concerned along with relevant documents i.e.<br>1. Copy of Semester Transcript, if available.<br>2. Copy of FIR, if Lost.<br>3. Damage/Defaced/Mutilated Certificate in original, if applicable<br>4. Prescribed Fee Rs. 1000/-<br>After verification by the head of the school from the admission record and relevant documents, the same may be issued by the School accordingly.  |
| 2.      | Correction in Semester Transcript (Personal Detail)  | Students need to submit a written application to the school concerned along with relevant documents, i.e.,<br>1. Copy of Semester Transcript, if available.<br>2. Affidavit for correction in personal Details.<br>3. Self-Attested Copy of Adhaar, Xth, XIIth, Graduation, Master Certificate, whichever is applicable.<br>4. Prescribed Fee Rs. 500/-<br>After verification by the school's head using admission records and relevant documents, the request may be forwarded to the competent authority for approval. The corrected transcript will be issued by the concerned school to the student accordingly. |

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|----|---|---|
| 3. | Collection of Certificates through Authorized Person                | In case student cannot collect the document in person & wishes to be collected by their authorized person, Students need to submit an application to the Dean, AES for a Consolidated Transcript, Degree, Migration, etc and the Concerned School for a Provisional Certificate, Semester Transcript, etc along with the following Documents:<br>1. Authorisation letter duly signed in original by the applicant, and the applicant will also attest the signature of an authorized person.<br>2. Prescribed Fee Rs. 500/- Per Certificate |
| 4. | Collection of Certificate after One Year from the date of issuance. | Students need to submit a written application to the School Concerned / AES Division along with ID Proof and a prescribed fee of Rs. 500/ Per Certificate   |

The prescribed fee can be paid online through the portal link:

<https://eazypay.icicibank.com/eazypayLink?P1=bh+fZgZS13CoGmtJpCmCxcg==>

This issues with the prior approval of the competent authority.

  
Dean AES

Copy to:

1. All Schools
2. Registrar, Dr. B. R. Ambedkar University Delhi
3. Controller of Finance, Dr. B. R. Ambedkar University Delhi
4. The AR, VCO: for kind information to HVC, Dr. B. R. Ambedkar University Delhi
5. Webmaster-for uploading on AUD intranet please.