



## Assessment, Evaluation and Student Progression

Date: -24.02.2023

### Notification

This is to inform you all concerned that in addition to the existing services offered by the AES Division, the University is introducing additional services to assist you with your academic needs. These services include document verification, Attested Copy of Transcript and Degree, Attested Copy of Degree, Transcript in Sealed Envelope, Sending Transcript & Degree Electronically, and issuing of other Certificates (MOI, etc).

In order to provide these services, the University will charge a nominal prescribed fee. The fee will vary depending on the type of service required.

#### Details of Fee:

Sr. No.	Services	Through Email/By Hand	Through Post Within India
1	Certificate Verification	Rs.500/Per Certificate	Rs.700/Per Certificate
2	Additional Copy of Attested Transcript and Degree etc.	Rs.500/Per Certificate	Rs.700/Per Certificate
3	Additional Copy of Attested Transcript and Degree in Sealed Envelope.	Rs.1000/Per Certificate	Rs.1500/Per Certificate
4	Sending of Transcript & Degree Electronically.	Rs.500/Per Certificate/ Per Email	Nil
5	Other Certificates (MOI, etc).	Rs.500 Per Certificate	Rs.700/Per Certificate

The fee for the above-mentioned services is to be made through DD/NEFT/RTGS/ other electronic means to Dr. B. R. Ambedkar University

Delhi bank account and the transaction slip is to be attached with the prescribed application form before submitting to the AES Division.


Account Holder	Registrar Ambedkar University Delhi
Account Number	09001000019924
IFSC Code	PSIB0001098
Branch	GGSSIP University Branch, Delhi-110006

We understand that some of you may require these services, and it is assured that the university is committed to provide the best possible support throughout the academic journey of students.

Please note that the prescribed fee for these services is non-refundable. Therefore, it is advised you to double-check the accuracy of the information and documents you provide before submitting your request for these services.

If you have any questions or concerns regarding the above-mentioned services offered by the University, please do contact the AES Division on working day.

This issues with prior approval of the Competent Authority.

  
Jyotirmoy Bhattacharya  
Officiating Dean, AES

**Copy for information to:**

1. Office of the Vice Chancellor
2. Office of the Proctor
3. Office of the Registrar
4. Office of CoF
5. All Deans
6. Academic Service
7. IT Service
8. Library
9. Webmaster :For uploading on the website & Intranet



**Application Form**

(The form should be filled in capital letter. All corrections or alterations made in the entries must be initialed by the applicant).

1. Name of Organization/Company/Agency.....  
 2. Name of the Applicant.....  
 3. Name of School..... 3. Programme.....  
 4. Enrolment Number..... 5. Year of Passing.....  
 5. Service Required (Please ✓ mark).....

A. Certificate Verification

A1. Degree Verification Yes/No

A2. Transcript Verification Yes/No

B. Additional Copy of Attested Certificate

B1. No of copy of Degree required..... B2.No of copy of Transcript required.....

C. Additional Copy of Certificate in Sealed Envelope

C1 No of copies of Degree required in Sealed Envelope.....

C2 No of Copies of Transcript required in Sealed Envelope.....

D. Sending Certificate Electronically

D1 Degree required to be sent Electronically Yes/No

D2 Transcript required to be sent Electronically Yes/No

D3 Email of recipient.....

D4 Email of applicant.....

E. Requirement of any other certificate (MOI, etc).....

6. (a) Please provide the details of addressee in capital letters where the certificate is to be sent by post:-

Name.....S/D/C/O.....

Address.....

.....State.....Pin Code.....

(b) Mobile No.....e-mail ID.....

Date:-

Signature

Place:-

Name

Ph.

ADD.....

Email ID

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