

PROCEDURE FOR ISSUING TRANSCRIPTS

1. Students will collect the transcript form from examcell and also softcopy of transcript format to fill the marks of theory, oral, and term work etc.
2. After collecting the blank transcript forms students will fill the form and also attach all marksheets 1 copy and also transcript fee receipt 1 copy
3. Also students have to submit the softcopy of the transcript after filling the marks of theory, oral, and term work etc.
4. Once the transcript form is submitted in exam cell the rough print will be taken, verification will take place the transcript will be issued within 15 days from the date of submission of the application.
5. The fees for transcript are Rs. 500/- for first original copy and for extra copy Rs. 40/- per copy for direct diploma students and Rs. 50/- per copy for regular students.
6. Student has to clearly mention pattern as OLD/ OTR /CBSGS/CBCGS etc. as per their mark sheet.
7. In case, any student is unable to contact personally to examcell for applying the transcripts because of any reason then he can put a mail to examcell on examcell_ic@siesgst.ac.in requesting the transcript mentioning the reason for applying transcripts.
8. He has to fill the transcript application form available on the college website <http://www.siesgst.edu.in/> under examcell section in important link tab and mail it to examcell with the online payment transaction details like UTR no. and scanned copies of all marksheets.
9. Concern person of examcell will mail the softcopies which is to be filled by the candidate. These softcopies are to be filled by the candidate and mail back to the same person.
10. If the candidate requires these transcripts to be mailed directly to the institute where they have applied for higher education then they have to mail the required documents of that institute like any form in their institute format to the exam cell.
11. If the hardcopies are to be sent to the concern institution then candidate has to pay the courier charges to the college. (Note: Courier can be done within India)
12. Candidate has to mention his contact number in the mail. Examcell person will call the candidate for collecting the transcripts once it is ready. Candidate can collect the hard copies after they get call from examcell for collection.
13. The transcript will be issued within 15 days from the date of submission of the application with required documents and receipt of payment in college A/C.

EXAM CELL

SIESGST

Application No. _____

Transcript Requisition Format

Name of the Student : _____

Roll No : _____

Class : _____

Branch : _____

Address : _____

Telephone No : _____

Email Id : _____

Period of study in the college _____

Admitted to the college: First Year ☐

Direct Second Year ☐

No of Copies Required :

Amount Paid : _____ Fee Receipt No. with date _____

Documents Attached : _____

Signature of the Student:

Note: Transcript will be issued within 30 days after the receipt of requisition form