

Standard Operating Procedure for Applying Transcript Certificate

Steps	Particulars
Step 1 Submission of requisition letter along with supporting Documents	<p>Submit the Requesting Letter for asking Transcript Certificate to the Principal through concern HoD with the following Documents.</p> <ol style="list-style-type: none"> a) Grade Sheet of all Semesters (in case of Passed out Students, Semester 1 to Semester 8) b) Consolidated Grade Sheet (in case of Passed out Students) c) Fee paid Acknowledgement. <p>Note: Letter may submit in person or by E-Mail to principal@kamarajengg.edu.in and cc to concern HoD (Online mode applicable only if the Candidate is not able to visit college physically).</p>
Step 2 Fee Remittance details	<p>Transcript Certificate Fee of Rs. 850/- (Rupees Eight Hundred and Fifty only) to be paid by direct or Online Payment. Submit the request letter with paid challan proof to Administrative Office or send it to Superintendent E-Mail (spdtao@kamarajengg.edu.in).</p> <p>Account Details</p> <p>Account Name : KAMARAJ College of Engineering and Technology Account Number : 004100050147438 Bank Name : Tamilnad Mercantile Bank Limited IFSC Code : TMBL0000004 Branch : Virudhunagar. Amount : Rs. 850/-</p> <p>Note: For Online Mode payment, the soft copy of payment receipt with payment confirmation reference number, to be send to Administrative office through E-Mail (spdtao@kamarajengg.edu.in)</p>
Step 3 Collection of Certificate	<p>The candidate may get Transcript Certificate from Administrative Office.</p> <p>Note: Candidate must collect Transcript Certificate from Administrative office in person. Candidate may get the softcopy of Transcript Certificate, with request to Administrative Office by the Candidate.</p>
General Information	<p>Time line: Candidate may collect his / her Transcript Certificate from Administrative Office within 5 working days</p> <p>Check List:</p> <ol style="list-style-type: none"> 1. Requisition letter to the Principal 2. Fee paid acknowledgement 3. Grade Sheet of all Semesters (in case of Passed out Students, Semester 1 to Semester 8) 4. Consolidated Grade Sheet (in case of Passed out Students) 5. Requisition letter for Softcopy of Transcript (in case, Candidate may work in other Station.