

Date: 23 June 2026

APPROVAL NOTE

Subject: Approval of charges for issuance of additional/duplicate documents and document-related services provided by SRD (Student Record Data).

Student Record Data (SRD) is responsible for issuance of various academic documents and providing document-related services to students/alumni, including transcripts, grade sheets, degrees, migration certificates, verification, attestation, and courier services.

To streamline the process and ensure proper management of document issuance services, it is proposed to define and approve the applicable charges for the following documents/services:

Document	Charges (Rs.)		Remarks
	Current	Proposed	
Additional Transcript (UG)	500/-	1000/-	Per certificate
Additional Transcript (PG)	1000/-	No change	Per certificate
Duplicate Grade sheet (UG)	100/-	No change	Per certificate
Duplicate Grade sheet (PG)	150/-	200/-	Per certificate
Duplicate Transcript (UG)	400/-	500/-	Per certificate
Duplicate Transcript (PG)	1000/-	No change	Per certificate
Duplicate Degree (PG)	2500/-	3000/-	Per certificate
Duplicate Degree (UG)	1000/-	1500/-	Per certificate
Duplicate Migration	Nil	500/-	Per certificate
Verification of Document	Nil	500/-	One-time Verification
National Courier	50/-	100/-* (minimum charge)	* subject to change w.r.t. weight
International Courier	2500/-	3500/-* (minimum charge)	* subject to change w.r.t. different countries
Attestation of Document	750/-	No change	

Courier charges for National and International dispatch shall be applicable as per the prevailing rates of the concerned courier service provider/company at the time of processing the request.


Head, SRD


Registrar, IUD


Vice Chancellor, IUD