

## **Important Information for the Students**

### **Duplicate Copies:**

To prepare the Transcripts it is necessary to have copies of your Degree Certificate and three years' marks sheets to know which subjects and subsidiaries you graduated in, as these keep changing from time to time.

The degree certificates and marks sheets are prepared by the Delhi University (North Campus), Delhi. They are received by the College two years after the completion of the examinations.

Generally you may collect the marks sheets from the College or authorize a representative to do so on your behalf on any working day between 2.30-4.30p.m. Most of the students do so. In case you had never collected your degree certificate or marks sheets, then chances are that they will still be available with the College office.

The problem arises when you request the College to provide the duplicate copies of degree certificates and marks sheets. We cannot keep copies of degree certificates and marks sheets.

Getting duplicate copies of degree certificates and marks sheets is an involved process. For duplicate Degree certificates you have to lodge a FIR with the police reporting its loss. The DU also requires that you submit an Affidavit signed by a Sub Divisional Magistrate requesting a duplicate. The Affidavit is to be submitted to Delhi University along with the appropriate charges mentioned below. The duplicate Marks Sheet requires a form to be filled up and submitted with appropriate charges:

For Duplicate Degree Certificate:	Rs 1000/- + FIR + Affidavit + Duplicate Degree Form duly verified by the Principal.
For Duplicate Marks Sheet:	(1) For Current Year: Rs 200/- (2) For up to 10 years ago: Rs 500/- (3) For more than 10 years ago: Rs 1000/-

### **Note:**

- The Delhi University may modify the charges from time to time without notice.
- The duplicate degree certificate or statement of marks is then issued by the DU North/South Campus respectively.
- You will appreciate that it is not possible for the College to do this on behalf of ex-students.
- Your best bet therefore is to find a relative or friend in Delhi who can do this job for you.

### **Migration Certificates:**

Migration certificates are issued by Delhi University. You are required to fill up a form available at the College), get it countersigned at the College and then submit it at DU with a fee of Rs. 200.

If you reside outside Delhi, you may have to depute someone here to get this done on your behalf, as it may take DU anything from 10-15 days to prepare a migration certificate.