



# **BANKURA UNIVERSITY**

## **NORMS FOR THE ISSUANCE OF TRANSCRIPTS**

**(Approved by the Executive Council, dated 15 December 2020)**

1. An application on plain paper / by email, to be made by candidate concerned, addressing the Controller of Examinations, Bankura University duly forwarded by the Head of the Institution / Head of the respective Department(s) of PG students / Principal of College(s) (for Under-graduate Students).
2. **Requisite fee @ ₹1000.00 (Rupees One thousand only) per Transcript set excluding postal charges** may be submitted either by Bank Draft drawn in favour of the “Finance Officer, Bankura University” payable at “Bankura” or in the cash counter of the university against proper Challan applicable for the issuance of the transcript.
3. Photocopy of document(s) of which Transcript is applied for, like the Registration Certificate of the University, Marks Sheet(s), Certificate(s), etc. duly attested are to be submitted to the office of the Controller of Examinations. (If Application is by email, then pdf files of the same to be attached, duly certified by Head of the Institution / Head of the respective Department(s) of PG students / Principal of College(s), for Under-graduate Students)
4. Photocopy of the Registration Certificate, Marks Sheet(s), Certificate(s), etc. (in A4 Size only) without attestation are to be submitted in as many sets as the number of transcripts required. (If Application is by email, then pdf files of the same to be attached)
5. Photocopy of the norms, if any, of the overseas Institution in connection with the issuance of transcripts where the candidate concerned seeks admission / intends to submit the transcripts for any other purpose, to be submitted along with the Application. (If Application is by email, then pdf files of the same to be attached)

6. Two copies of computer typed addresses of the Institution to which the transcripts are to be sent are required (Size = Length =3 ½ inches & Breadth=2½ inches).
7. If the address of the institution concerned is not provided, then a declaration by the applicant / candidate concerned is to be made in writing mentioning reasons for the same.
8. Hand delivery of the Transcript to the applicant / authorized person shall be done at the office of the Controller of Examinations within 07 working days of receipt of complete Application (by hand or email).
9. Transcript of document(s) shall be provided to applicant / candidate in SEALED envelope(s) with the address of the Institution duly pasted.
10. Applicant / candidate should NOT open the SEALED envelope(s) containing Transcript(s) of documents.
11. It shall be the responsibility of the applicant / candidate to send/submit/post the SEALED envelope(s) containing Transcript(s) to the Institution concerned. The university shall in no way be responsible for the same.
12. Website: [www.bankurauniv.ac.in](http://www.bankurauniv.ac.in)
13. Email address: [coe@bankurauniv.ac.in](mailto:coe@bankurauniv.ac.in)



Controller of Examinations  
(Addl. Charge)  
Bankura University