



# HIMACHAL PRADESH TECHNICAL UNIVERSITY HAMIRPUR-177001

(Established under State Legislative Act-16 of 2010)

## APPLICATION FOR OBTAINING VARIOUS ACADEMIC CERTIFICATES

### STUDENT DETAILS

NAME OF THE APPLICANT : (IN CAPITAL LETTERS)		SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female
FATHER'S NAME : (IN CAPITAL LETTERS)		
UNIVERSITY ROLL NO.		
REGISTRATION NO.		
PERMANENT ADDRESS: (IN CAPITAL LETTERS with Pin Code)		
CONTACT DETAILS :	(M).	(R).
E-MAIL ID:		
NAME OF THE COLLEGE :		
PROGRAMME OF STUDY :		NAME OF BRANCH:
DEMAND DRAFT NUMBER AND NAME OF THE BANK:		AMOUNT PAID : DATE :
Month and Year of Passing Out:		

Sr. No.	Name of Service	Procedure	*Fees(applicable, if any)	Time Limit
1	Provisional Certificate <input type="checkbox"/>	1. Attested copies of all DMC's.	Rs. 300/-	5 (Working days.)
2	Registration Card <input type="checkbox"/>	1. Application Form through concerned Principal (all documents 10 <sup>th</sup> , 12 <sup>th</sup> & any other relevant)	Rs. 1500/-	-
3	Migration Certificate			5 (Working days.)
	(a) Intra University (For those who seek migration from one college to another during course within HPTU) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by both the Principals with the seal of college. 2. Original registration card.	Rs. 10,000/-	
	(b) Inter University (For those who seek migration at the equivalent level during tenure of the course) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with the seal of college. 2. Original registration card.	Rs. 20,000/-	
	(c) Inter University (For those who want to leave or quit the programme/course permanently) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with the seal of college. 2. Original registration card.	Rs. 10,000/-	
	(d) Inter University (Passed out students) <input type="checkbox"/>	1. Migration Form duly signed (NOC) by the concerned Principal with the seal of college. 2. Original registration card.	Rs. 400/-	
4	Duplicate DMC's. <input type="checkbox"/>	1. Original Copy of First Information Report (FIR) and self-attested Affidavit.	Rs. 300/- for each document.	5 (Working days.)
5	Duplicate Registration Card. <input type="checkbox"/>	1. Undertaking for issue of Duplicate Registration Card.	Rs. 200/-	5 (Working days.)
6	Correction of DMC/Registration Card/Provisional Degree Certificate/Academic Transcript etc. <input type="checkbox"/>	1. Photocopy of 10 <sup>th</sup> Certificate 2. Photocopy of Registration Card (if applicable)	Rs. 300/- (No fee is required if correction is sought within three month of the declaration of the result.)	5 (Working days.)
7	Academic Transcript <input type="checkbox"/>	1. Photocopy of all DMCs. 2. Photocopy of Registration Card.	Rs. 2500/- for each document.	15(Working days.)
8	Re-checking <input type="checkbox"/>	1. Apply within 21 days after the declaration of the result of concerned course.	Rs 400/- per answer sheet.	-
9	Confidential Result <input type="checkbox"/>		Rs. 500/- per result each time.	-

10	Verification Of Academic Qualification	Within India <input type="checkbox"/>	Rs 400/- per examination each time.	7 (Working days.)
		Outside India <input type="checkbox"/>	Rs. 5000/- per examination each time.	
11	Change of the Examination Centre from one station to another within the jurisdiction of University.	<input type="checkbox"/>	Rs. 1000/- each time	3 (Working days.)
12	Change/Correction in Examination form/Change of subject/option. (not late than one month before the commencement of examination)	<input type="checkbox"/>	Rs. 500/- for each correction.	
<b>Postal Charges Extra (if required to send by registered post.)</b>				
(i) Rs. 100/- in India.				
(ii) Rs. 200/- Outside India.				
<b>Note: Postal charges of Transcript should be on per set basis.</b>				
<b>*Applicable w.e.f. Jan, 2016 onward and subject to change as approved by Hon'ble Vice Chancellor/BOG.</b>				

Applicant must tick in given box for particular desired documents.

Signature of Applicant

### Instructions for the Students:

- If student is not available for receiving the document(s) applied for, he/she needs to send the following documents along with receiving person.
  - Authority letter of student.
  - Receiving Person's Photo Id Proof.
  - Student Photo Id Proof.
  - Original application receipt.
- It is compulsory to pay fee in the form of Demand Draft in the favour of **Finance Officer, Himachal Pradesh Technical University Hamirpur**, payable at **Hamirpur (H.P.)** or student can deposit the fee there and then in the University.
- Student needs to verify document while receiving from University.
- Application without above details/documents will not be processed.
- Students can submit the filled application form by hand/post in/at following addresses:

Sr. No.	Name of the Document	Address
1.	Registration Card, Migration Certificate (Intra University & Inter University), Duplicate Registration Card and correction in registration card	Assistant Registrar (Acad.) H.P. Technical University Daruhi Distt. Hamirpur (H.P.) 177001.
2.	Provisional Certificate, Migration Certificate(Passed out Students and to quit programme), Duplicate DMCs, Academic Transcript, Correction of DMCs, Rechecking, Confidential Result, Verification of Academic Qualification, Change of Exam Centre, Correction in Exam. Form	Assistant Registrar (Exam.) H.P. Technical University Gandhi Chowk Distt. Hamirpur (H.P.) 177001.

### DECLARATION

I hereby declare that I have read all the instructions and the entries made by me in the Application Form are correct and true to the best of my knowledge.

(Any information given by the candidate if found incorrect at any stage, may lead to the cancellation of all the academic certificates and debarring the candidate to appear in any examination of HPTU.)

Signature of Applicant

Date :

Name .....

<b>FOR OFFICE USE ONLY</b>	
Application receiver's name	
Fee receipt no. :	

Document receiver's name and sign. : - \_\_\_\_\_

Contact no : - \_\_\_\_\_