



NARULA INSTITUTE OF TECHNOLOGY

81, NILGUNJ ROAD, AGARPARA, KOLKATA – 700 109

FORM OF APPLICATION FOR TRANSCRIPT

To,
The Controller of Examination

Sir,

I, _____ (Name of the Student), beg to apply for _____ Number of copy/copies of Transcript(s) from Narula Institute of Technology in my favour. The particulars are given below:

Name:.....

University Roll No:

University Registration No:

Course Name:

Year of Admission: Year of Passing:

Result of Semester Examination:

Semester	SGPA	YGPA	DGPA
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			

Thanking You,

Yours Faithfully,

Date:
Phone No.

.....
(Signature of Student)

Encl: Self attested copies of all Semester Mark sheets.



RULES AND CONDITIONS

1. Courier service is not available.
2. Rate of Fees.
Transcript – Rs. 500/- (Rupees Five Hundred only) per copy.
3. Candidate should submit the fees at the Accounts Department and attached the receipt copy of payment with the application.
4. Candidate should submit all the Xerox copy of Grade Cards along with the Application.

By Order

A handwritten signature in blue ink is located below the text 'By Order'. The signature is cursive and appears to be 'D. S. ...'.

.....
Controller of Examination