



# RAJASTHAN TECHNICAL UNIVERSITY, KOTA

राजस्थान तकनीकी विश्वविद्यालय, कोटा

Phone: +91-744-2473014-16 Fax: +91-744- 2473931

No. F(27)/RTU/COE/Exam/Sec/2019/6697-05

Date : 01/08/19

## OFFICE - ORDER

As per resolution of 18<sup>th</sup> Finance Committee agenda no. 18.12 (held on 28.03.2019) and subsequent approval of Hon'ble Vice Chancellor on dated 25.07.2019, the existing charges/fee obtaining for various documents/activities are hereby revised/increased as follows :-

S. No.	Items	Existing Fee	Revised Fee (w.e.f. 01.08.2019 )	
01	Duplicate Mark Sheet For Annual / Semester Examination	Rs. 350/- Each Mark Sheet	Rs. 400/- Each Mark Sheet	
02	Duplicate Copy of Consolidated Mark Sheet for the Course/ Programme	Rs. 850/- Each	Rs. 900/- Each	
03	Duplicate Copy of Provisional Certificate for the Course/ Programme	Rs. 850/- Each	Rs. 900/- Each	
04	Duplicate Copy of Migration certificate for the course/ Programme	Rs. 850/- Each	Rs. 900/- Each	
05	Duplicate Degree	Rs. 1600/- Each	Rs. 2000/- Each	
06	Degree on urgent basis (prior to convocation)	Rs. 2000/- Each	Rs. 2500/- Each	
07	Issuance of Verified and Sealed Transcript	Semester Wise	Rs. 400/- Each Set	Rs. 500/- Each Set
		Subject Wise	Rs. 700/- Each Set	Rs. 800/- Each Set
08	Attestation/ Verification of Genuineness of Student Record	Attestation of Documents	Rs. 300/- per document	Rs. 300 /- per document
		* Verification of Student Record through Employer/ Verifying Agency	Rs. 600/- per student per course	Rs. 700 /- per student per course
09	Correction in Mark Sheet/ Degree	Rs. 250/- Each Document	Rs. 250/- Each Document	
10	Change of Name of Student	Rs. 1600/- Each Student	Rs. 1850/- Each Student	
11	Change of Branch of Student	Rs. 500/- Each Student	Rs. 600/- Each Student	
12	Change of College of Student	Rs. 1500/- Each Student	Rs. 2000/- Each Student	
13	Migration Certificate	Rs. 250/- Each	Rs. 300/- Each	

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(2)

- \* Document verification fee shall not be chargeable from Indian/Foreign Government Institutions/Undertakings/Boards/Corporations etc.

The revised fee shall come inforce w.e.f. 01 August 2019.

This bears the approval of Hon'ble Vice Chancellor.

(Prof. A. K. Dwivedi)  
Controller of Examinations

Copy to :-

1. PS to Hon'ble VC
2. All Deans of Faculty
3. Dean -FA/Dean-Research
4. Registrar
5. Comptroller
6. All Principal/Director affiliated colleges
7. DR (Exam)
8. All AR's (Exam)
9. Nodal officer-RTU website
10. Guard File

(Dr. Neeraj Jain)  
Deputy Registrar (Exam.)