



Office of Dean – Evaluation

VU/EC/CIR/21/674 (RK)

Date : 21.10.2021

Normative period of services - Evaluation Section

S. No	Name of the Certificate	Fee details	After receiving the applications certificates will be issued in
1	Transcripts (to be received in in person)	Rs. 50/- per copy	7 working days
2	Transcripts (through post)	Rs. 200 + Rs. 50/- per copy	7 working days
3	Duplicate marks memos	Rs. 300/- per certificate	15 working days
4	Duplicate Consolidated Marks Memo	Rs. 1000/-	30 working days
5	Duplicate Provisional Certificate	Rs. 500/- + Not traceable certificate from Police Department	15 working days
6	Duplicate Degree Certificate	Rs. 5000/- + Not traceable certificate from Police Department	60 working days
7	Name Correction on Marks Memos	Rs. 40/- per certificate	15 working days
8	Name Correction on Provisional Certificate	Rs. 500/- per certificate	7 working days
9	Name Correction on Consolidated Marks Memo	Rs. 500/- per certificate	30 working days
10	Name Correction on Degree Certificate	Rs. 1000/- per certificate	60 working days
11	Provisional Certificate B. Tech./BBM/BBA/BCA	Rs.500/- per P.C & C.M.M. Fee will be collected along with their final sem examination fee	Two weeks after release of semester end results / supplementary results
12	Consolidate Marks Memo B. Tech./BBM/BBA/BCA		30 working days after release of semester end results / supplementary results
13	PC for M.Tech/MBA/MCA	Rs.500/- per P.C & C.M.M. Fee will be collected along with their final sem / project examination fee	Two weeks after release of Project results
14	Migration Certificate	Rs. 200/-	7 working days
15	Degree Certificate (I, II, III, IV, V, VI, VII & VIII Convocations - in absentia)	Rs. 5000/-	60 working days
16	M. Tech Project fee	Rs. 3000/-	-
17	MBA Project fee	Rs. 1000/-	-
18	MCA Project fee	Rs. 3000/-	-
19	Ph.D Thesis fee	Rs. 40000/-	-
20	Regular Examination fee	Rs. 2000/-	-
21	Supplementary examination fee	1 Subject - Rs. 500/- 2 to 4 Subjects - Rs. 1000/- All Subjects - Rs. 2000/-	-

Dr. P. M. V. Rao
Dean – AR & Evaluation