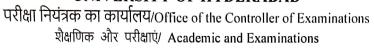


हैदराबाद विश्वविद्यालय UNIVERSITY OF HYDERABAD





UH/DRAE/2023/

Date:01.02.2023

CHARTER OF SERVICES WITH FEES AND DURATION (Revised)

Sl. No.	Examinations Section		Timeframe for issue	Fee
1	Original Degree Certificate at Convocation		-NA-	₹700
2	Original Degree in-absentia (Including Postal Charges)		Within 25 Days after	₹1000
			Convocation	
3	Original Degree before Convocation (Indian Students)		20 Days	₹1200
4	Original Degree for Foreign Nationals		20 Days	\$100
5	Degree Certificate in Hard Copy (Issued only in		20 Days	₹5000
	exceptional situations- in addition to OD from Digilocker)			
6	Issue of duplicate Original Degree	Certificate	One month	₹3000
	,	PG	14 Days	₹250
7		M.Phil. /M.Tech		₹500
		Ph.D.		₹1200
8	Revised Corrected Semester Grade Sheet		7 Days	100
9	Revised Corrected PG/M.Phil./M.Tech Provisional		7 Days	₹100
	Certificate			
10	Certification of Official Transcripts		2 Days	₹100 Each
11	Rank Certificate		4 Days	₹100
12	CGPA Certificate		4 Days	₹100
13	Medium of Study Certificate		2 Days	₹100
14	Course Completion Certificate		2 Days	₹100
15	UGC Regulations Certificate		5 Days	₹100
16	Bonafide Certificate		2 Days	₹100
17	Fees Structure		2 Days	₹100
18	Ph.D. Registration Certificate		2 Days	₹100
19	No Objection Certificate		8 Days	₹100
20	Re-admission for all Integrated P.G/P. courses		8 Days	₹300
21	Postal Charges for Dispatch of Certificates		7 Days	₹100
	Transfer / Migration & Bonafide	Course	10 Days	₹300
22	Certificate	Completed		
		Discontinued	10 Days	₹50

23	Duplicate Transfer / Migration Certificate	10 Days	₹300
24	Duplicate Semester –cum ID card	3 Days	₹150
25	Processing of the Semester registration application	As Per Schedule	
26	Return of Original Certificates	3 Days	
27	Processing of Refunds	15 Days	
28	Railway Concession	3 Days	
29	Permission for Recourse/Repeat	10 Days	As in the notification
30	Permission for Supplementary/Improvement Examination Special Supplementary Examination	10 Days	As per notification
31	Late Semester Registration	NA	As per Notification
32	Other Miscellaneous Certificates/Orders/Services not mentioned above	As per the nature of service.	

NOTE:

- 1) Number of days mentioned above are working days and it excludes the day of application.
- 2) All requests should be routed through proper channel complying with the defined prerequisites.
- 3) Timeframe/Turnaround time mentioned above are only indicative and minimum. Issuance may take more time in exceptional situation.
- 4) The Certificates are to be collected in person by the students or the same will be sent by post. No proxy will be entertained.
- 5) All Certificates will be issued from the counter no.4 in the ground floor of the Academic & Examination Section. No interim enquiry on the application will be entertained.
- 6) All requests should be addressed to the Deputy Registrar (Academic & Exams), University of Hyderabad

उप कुलसचिव /Deputy Registrar शैक्षणिक और परीक्षाएं / Academic and Exams

> डॉ.बिपिन पी. वर्गीस / Dr. Bipin P. Varghese उप कुलसचिव/ Deputy Registrar शैक्षणिक और परीक्षा / Academics & Exams हैदरावाद विश्वविद्यालय / University of Hyderabad केन्द्रीय विश्वविद्यालय पी.ओ / Central University PO गच्वीवावली, हैदराबाद / Gachibowli, Hyderabad-500046.

Romms of !!