



UNIVERSITY OF HYDERABAD

O/o the Controller of Examinations
Academic Section

No: UH/Acad/2018/

Dated: 28-12-2018

NOTIFICATION

Sub: Charges/ Fees for issue of various certificates – Reg.

Ref: Minutes of the 75th Finance Committee held on 17-12-2018.

It is notified for the information of all concerned that the Charges/ Fees prescribed for issuing of various certificates by Academic/ Examination branch have been revised as approved by the Finance Committee at its meeting held on 17-12-2018 which are as under.


Sl. No.	Description of Service	Charges/ Fee	
1	Original Degree Certificate at Convocation	700	
2	Original Degree in-absentia (Including Postal Charges)	1000	
3	Original Degree before Convocation	1200	
4	Original Degree for Foreign Nationals	\$100	
5	Issue of duplicate Original Degree Certificate	3000	
6	Provisional Certificate	PG	250
		M.Phil./M.Tech	500
		Ph.D.	1200
7	Revised Corrected Semester Grade Sheet	100	
8	Revised Corrected PG/ M.Phil. / M.Tech Provisional Certificate	100	
9	All Kinds of temporary certificates (Medium of Study, Course Completion, CGPA, Rank Certificate etc.)	100 Each	
10	Certification Official Transcripts	100 Each	
11	Permission for Supplementary/ Improvement Examination Special Supplementary Examination & Repeat/ Recourse Examination - All courses of Integrated PG, PG, M.Tech, M.Phil. & Ph.D.	50 Per Course + (100 for Grade sheet)	
12	Ph.D./M.Phil. UGC Regulations Certificate	100	
13	Issue of Duplicate	Provisional Certificate	300
		Grade Sheet (Each)	200
14	Late Fee for OD after Convocation	500 (for every delayed year)	
15	Postal Charges for Dispatch of Certificates	100	
16	Bonafide Certificate	100	
17	No Objection Certificate for Visa application/ Attending Seminar Conferences, Fee Paid Certificate etc.	100	

Contd... 2

18	Re-admission for all Integrated P.G./ P.G. courses	300	
19	Issue of Transfer-cum- Migration & Bonafide Certificate	Course Completed for All P.G. courses	300
		Discontinued TC/BC for all courses	50
20	Duplicate Transfer/Migration Certificate	300	
21	Duplicate Semester-cum-ID card	150	
22	Late Semester Registration	700	

Note:

- 1. The students who have completed their courses must collect their certificates within a maximum period of one year from the date of convocation in which they have been declared eligible for the award of their respective degrees failing which holding charges @ 500/- per annum will be applicable as shown in Sl. No.14, in addition to the prescribed fee mentioned in the above table, shall be paid by the students concerned.**
- 2. The above charges will come into effect from 01-01-2019.**


28-12-18

CONTROLLER OF EXAMINATIONS

To

1. Deans of all Schools.
2. Heads/ Directors/ Coordinators of all Departments/ Centres.
3. O.S.D to V.C.
4. P.S. to P.V.C-I/ P.V.C-II.
5. P.A. to C.E./ F.O./ Registrar.
6. D.R. (Academic & Exams).
7. S.O. (Academic)/ S.O. Exams – for implementation.
8. Notice Boards/ Web Master – to place it in the website.