



हैदराबाद विश्वविद्यालय

UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय/Office of the Controller of Examinations
शैक्षणिक और परीक्षाएं/ Academic and Examinations



प्रतिष्ठान गौरव
INSTITUTION OF EMINENCE
राष्ट्रीय शैक्षणिक, शैक्षणिक मानक
National Academic, Quality Standards

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 Convocation | ₹1000 |
| 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 <i>(Issued only in exceptional situations- in addition to OD from Digilocker)</i> | | 20 Days | ₹5000 |
| 6 | Issue of duplicate Original Degree Certificate | | One month | ₹3000 |
| 7 | Provisional Certificate | PG | 14 Days | ₹250 |
| | | 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 Certificate | | 7 Days | ₹100 |
| 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 |
| 22 | Transfer /Migration & Bonafide Certificate | Course Completed | 10 Days | ₹300 |
| | | Discontinued | 10 Days | ₹50 |

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|----|--|-------------------------------|------------------------|
| 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

हैदराबाद विश्वविद्यालय / University of Hyderabad

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