

CIRCULAR

Date: 30 June 2026

Subject: Application for Provisional Certificate (PC), Consolidated Marks Memo (CMM), Transfer Certificate (TC) and Study & Conduct Certificate

All B.Tech students who have appeared for the Eighth Semester Examinations held during April/May 2026 are hereby informed that those who have no backlogs and have secured a minimum CGPA of 4.0 are eligible to apply for the following certificates:

- Provisional Certificate
- Consolidated Grade Sheet
- Transfer Certificate
- Study & Conduct Certificate

Instructions

1. Students who have applied for Improvement of Performance in the Seventh Semester Examinations (April/May 2026) shall apply for the above certificates only after the declaration of the Seventh Semester Improvement Results.
2. Eligible students are informed that once an application for PC/CMM/TC/Study & Conduct Certificate is submitted, the Seventh Semester Improvement Examination Result (April/May 2026), if applicable, will be cancelled automatically without any further intimation.
3. Students who have already submitted online applications for the above certificates as part of the Graduation Day registration process need not submit the application again. Only those students who have not applied earlier are required to submit fresh applications.
4. The application forms and fee challan for the above certificates can be downloaded from the college website.
5. The certificates will be issued two (2) weeks after the receipt of the completed application.

Important Note

Students are advised to verify that their Name, Father's Name, and Mother's Name are correctly printed in all semester grade sheets. Any discrepancy should be brought to the notice of the Controller of Examinations immediately by submitting a photocopy of the SSC Marks Memo as supporting proof.



Controller of Examinations

To
HOD CSE/CSM/ECE/EEE/ME
Exam section notice board
Main Notice board
For circulation among staff of exam section
Web site
File