



Degree / Transcript / Certificates
[Website-iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)

On payment of prescribed fee, the institute may issue:

- Original Degree Certificate to those who could not collect the same at the annual convocation
- Duplicate Degree Certificate to those who might have lost the original
- Duplicate Grade Cards (Transcripts) to the alumni

Application should be send to:

For Ph.D. Degree:

Dr Imon Mukherjee (Faculty Coordinator & Faculty In-Charge, Ph.D. & Research Committee)
Indian Institute of Information Technology, Kalyani
Kalyani – 741235, West Bengal, INDIA
Email: imon@iiitkalyani.ac.in, transcript@iiitkalyani.ac.in

For Undergraduate Degree:

Dr Madhumita Sengupta (Assistant Registrar)
Indian Institute of Information Technology, Kalyani
Kalyani – 741235, West Bengal, INDIA
Email: madhumita@iiitkalyani.ac.in, transcript@iiitkalyani.ac.in

Format for Application:

Name in full (in block letters):
Institute Roll/Reg. no.:
Period of study at the Institute:
Department/Centre:
Degree obtained:
Year of passing the final examination:
Draft No. & Date:
Complete postal address where the degree is to be sent:

For Original Degree Certificate:

The application should be sent along with payment proof of Rs. 2500/- through Institute payment portal <https://www.onlinesbi.com/sbicollect/icollecthome.htm> link given in the Institute website <http://iiitkalyani.ac.in/>.

For Duplicate Degree Certificate:

The application should be sent along with the following:

- Prescribed fee of Rs. 1000/- (for those living in India) or US \$200 (for those living abroad) to be paid by a bank draft in favour of **INDIAN INSTITUTE OF INFORMATION TECHNOLOGY (IIIT), KALYANI** on any nationalized bank, payable at **Kalyani**, West Bengal.
- An affidavit before a Court of Law for loss/theft.
- A copy of FIR from local Police Station.

For Duplicate Grade Card:

The application should be sent along with prescribed fee as mentioned below through Institute payment portal <https://www.onlinesbi.com/sbicollect/icollecthome.htm> link given in the Institute website <http://iiitkalyani.ac.in/>.

Rs. 1500/- per copy (for those living in India)
US \$ 200 per copy (for those living abroad)

Please note:

Institute does not take responsibility of sending the duplicate copy of grade cards (transcripts) directly to other Institutions/organizations, in connection with the applicants' admission/employment etc. Alumni may obtain photocopy of transcripts duly attested by competent authority of the Institute. Those who have lost the degree certificate and desire to obtain duplicate copy of the same may submit a copy of FIR and a press cutting, listed in local newspaper about the facts stating such loss.

The general instructions and other mention regarding medium of instructions are mentioned on the reverse side of the original grade card. Noteworthy that English is the medium of instruction at all levels. No rank or class or division is awarded to the students and letter grades CGPA (Cumulative Grade Point Average) are not convertible to percentage of marks.

For Migration Certificate:

The application (in the format along with a copy of degree certificate) be sent accompanied with a payment of Rs. 250/- through payment portal <https://www.onlinesbi.com/sbicollect/icollecthome.htm> link given in the Institute website <http://iiitkalyani.ac.in/>.