<table>
<thead>
<tr>
<th>Sr.no.</th>
<th>Documents Requested</th>
<th>Provided by</th>
<th>Charges (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Duplicate I-cards</td>
<td>Academic Office</td>
<td>200</td>
</tr>
<tr>
<td>2</td>
<td>Duplicate Diploma certificate/Degree Certificate/transcripts</td>
<td>Academic Office</td>
<td>1500</td>
</tr>
<tr>
<td>3</td>
<td>Transcripts in sealed &amp; signed envelopes to convocated students going abroad for higher studies (6 sets)</td>
<td>Academic Office</td>
<td>1000</td>
</tr>
<tr>
<td>4</td>
<td>Semesterwise signed gradesheets/signed copies of Annual reports given to Alumni (1 set)</td>
<td>Credit &amp; Evaluation Cell</td>
<td>1000</td>
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</table>

**How to apply:**

1. **Duplicate I-cards**
   a. On the request received from regular students for issuing duplicate I card, in case they have lost their original I card, Academic Office provides duplicate I-Card.
   b. For this purpose the student has to pay Rs.200/- as charges for Duplicate I-Card at Accounts Office and show the receipt to Academic Office, after which he gets duplicate I-card from the Academic Office.

2. **Duplicate Diploma certificate/Degree Certificate/transcripts**
   a. Students are required to send a letter indicating the details of their enrollment and graduation years at NID along with a copy of FIR registered regarding misplacement of their Diploma Certificate/Degree Certificate/transcripts and a demand draft of Rs.1500/-.
   b. The details of students (his/her enrollment, year in which he/she convocated and copies of transcripts) are verified by the Academic Office.
   c. On satisfactory verification, Duplicate Diploma Certificate/Degree Certificate/transcripts are provided to the student.

3. **Transcripts in sealed & signed envelopes to convocated students going abroad for higher studies (6 sets)**
   a. Students are required to send a letter indicating the details of higher studies they are applying for and number of transcripts required by them in sealed and signed envelopes along with a demand draft of Rs.1000/- for 6 sets of transcripts.
   b. The details of students (his/her enrollment, year in which he/she convocated and copies of transcripts) are verified by the Credit and Evaluation Cell.
   c. On satisfactory verification, transcripts are provided to the student in sealed and signed envelopes as per his/her requirement by Academic Office.

4. **Semesterwise signed gradesheets/signed copies of Annual reports given to Alumni (1 set)**
   a. Students are required to send a letter/email indicating the purpose for which they require the semesterwise signed gradesheets/signed copies of Annual Reports along with a demand draft of Rs.1000/-.
   b. The details of students (his/her enrollment, year in which he/she convocated and copies of transcripts) are verified by the Credit and Evaluation Cell.
   c. On satisfactory verification, semesterwise signed gradesheets/signed copies of Annual reports are issued to the Alumni by Credit and Evaluation Cell.