

Indian Institute of Information Technology Allahabad

Charter of Services

Date of Issuance: 01.09.2019

Date till this Charter remains Effective: Until Revised

SI No.	Academic Instrument (AI) Issuable	Request Mechanism	Period	Per Document Service Charges Payable in INR (GST Incl.)	Applicable Postal Charges (in case desired to be sent by Post)																		
(1)	(2)	(3)	(4)	(5)	(6)																		
1	Transcript #	Application in the format as avbl in AAA Section as Ann 1, to be sent, either in Hard Copy or by Email to the Respective Case Worker as follows:	Three Working Days	100/- Each	<p>Within India:</p> <p>By Speed Post : Rs 250/- per Envelope</p> <p>By Courier : Rs 750/- per Envelope</p> <p>Abroad:</p> <p>By Air Mail: Rs 300/- per Envelope</p> <p>By Speed Post: Rs 1500/- per Envelope</p> <p>By Courier: Rs 3000/- Per Envelope</p>																		
2	Bonafide Certificate / Character Certificate		Two Working Days	50/- Each																			
3	Migration Certificate*	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Pertaining Program / Branch</th> <th style="width: 25%;">Designated Case Worker</th> <th style="width: 50%;">Email Id / Phone Number (STD Code - 0532)</th> </tr> </thead> <tbody> <tr> <td>B.Tech. (IT): a) First Three Years + B.Tech. (IT) Batches of 1999-2009</td> <td>Sh Ashutosh Shukla</td> <td>ashutosh@iita.ac.in 2922085</td> </tr> <tr> <td>b) Final Year+ B.Tech. (IT) Batches of 2010 & Onwards</td> <td>Sh Diwaker Poddar</td> <td>pro.dpoddar@iita.ac.in 2922286</td> </tr> <tr> <td>B.Tech. (ECE) & M.Tech. (ECE) (All Past & Present Batches)</td> <td>Sh Ramesh Rai</td> <td>ramesh@iita.ac.in 2922033</td> </tr> <tr> <td>B.Tech. (B.In) (All Past & Present Batches) + M.Tech. BI (All Batches)</td> <td>Sh Santosh Kumar Mishra</td> <td>smishra@iita.ac.in 2922801</td> </tr> <tr> <td>M.Tech.(IT) , MBA and B.Tech.- M.Tech. / MBA Dual Degrees (All Past & Present Batches)</td> <td>Mohd. Saleem Ansari</td> <td>saleem@iita.ac.in 2922030</td> </tr> </tbody> </table>	Pertaining Program / Branch	Designated Case Worker		Email Id / Phone Number (STD Code - 0532)	B.Tech. (IT): a) First Three Years + B.Tech. (IT) Batches of 1999-2009	Sh Ashutosh Shukla	ashutosh@iita.ac.in 2922085	b) Final Year+ B.Tech. (IT) Batches of 2010 & Onwards	Sh Diwaker Poddar	pro.dpoddar@iita.ac.in 2922286	B.Tech. (ECE) & M.Tech. (ECE) (All Past & Present Batches)	Sh Ramesh Rai	ramesh@iita.ac.in 2922033	B.Tech. (B.In) (All Past & Present Batches) + M.Tech. BI (All Batches)	Sh Santosh Kumar Mishra	smishra@iita.ac.in 2922801	M.Tech.(IT) , MBA and B.Tech.- M.Tech. / MBA Dual Degrees (All Past & Present Batches)	Mohd. Saleem Ansari	saleem@iita.ac.in 2922030	Two Working Days	50/- Each
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4	DUPLICATE Migration / Transfer Certificate		As per provisions of IADAI 2019	200/- Each																			
5	Grade Cards / Sheet(s)		Within Five Days of Final Results Declaration of the Batch	Included in Semesterly Fees																			
6	DUPLICATE Grade Card(s) / Sheet(s)		As per provisions of IADAI 2019	1000/- per CARD / Sheet Each Further Copies as per IADAI 2019 Policy																			
7	Course Completion Cum Provisional Certificate* (CCPC)		Two Working Days	50/-																			
8	DUPLICATE Course Completion Cum Provisional Certificate*		As per provisions of IADAI 2019	100/-																			
9	Medium of Instruction Certificate (MIC)		Two Working Days For Only Pass out Students	50/-																			
10	Educational Qualification(s) / Record(s) Verification (EQRV)	By Email to the respective Case Worker, alongwith submission of Proof of having paid the Prescribed Fees.	Three working days <i>(Verifiers from Background Check Companies / Employers / Govt. Security / Law Enforcement Agencies of Govt. etc.</i>	1500/- <i>(Not payable by Govt. of India Security / Law Enforcement Agencies)</i> 50 US \$ <i>(For all Individuals / Organisations / Agencies who are not Alumni of the Institute or are Registered Outside India)</i>																			
11	DUPLICATE Degree Certificate	As per provisions of IADAI 2019	As per provisions of IADAI 2019	3500/- Each Further Copies as per IADAI 2019 Policy																			
12	DUPLICATE Id Card Issuance	Supporting Documents Required: a) Request in the Format as at Ann.1 , alongwith Specific Id Card Form.	Three working days	750/-																			
13	DUPLICATE Id Card Issuance (Express)	b) Copy of FIR, from the place of loss. c) Prescribed Fees Payment Receipt	Three Hours of Request	1500/-																			
14	Certificate / Documents Attestation (Per Attestation Signature) (CDA)	Supporting Document(s) Required: a) Request in the Format as at Ann.1 b) Original alongwith the Photocopy of the Document / AI to be attested In case , Attestation of any Document / AI is desired after the same being Photocopied from the Records of the Institute	One Working day Two Working Days	50/- 100/-																			
15	Interim Document	As per provisions of IADAI 2019	As per provisions of IADAI 2019	2000/-																			

Imp:

- 1) **Person Eligible to Make the Request for any of the above Academic Instruments:** The Student himself or through his/her Authorised Representative. Authorisation Format as attached at **Ann.2 (available from AAA section).**
- 2) Request for Issuance of Any Document refers to :
 - i) The making of the application in prescribed Format ;
 - ii) Appending all the required Supporting Documents ;
 - iii) Attaching of requisite Fees & /or Postal Charges (as applicable) ; AND
 - iv) Ensuring that the request has been made to the concerned Case Worker as indicated above.
- 3) Requesters are encouraged to connect with the respective Case Workers ONLY for their requirements. Emails to other officials in this respect, in first instance, are strongly discouraged. In case the requirement is however not met through the case worker, the matter may be brought to the notice of Assistant Registrar and failing which to the Joint Registrar of AAA Section at ar.aaa@iiita.ac.in / jr.aaa@iiita.ac.in. Emails addressed to multiple persons at the same time are strongly discouraged and shall not be entertained.
- 4) * Documents are issuable only to the Passing Out Students.
- 5) **Issuance of DUPLICATE Academic Instruments** Time commences after all the required Supporting Documents as stated in Issuance of DUPLICATE Academic Instruments (IDAI) - Policy, Procedure and Fees (2019), Copy attached at **Ann.3** as herein above, are met with.
- 6) Issuance of any Document refers to sending the requested document to the Dispatch Section of the Institute. Dispatch related queries may be directly at dispatch@iiita.ac.in
- 7) All DUPLICATE Document(s) SHALL necessarily carry the impression – Duplicate/ Triplicate / Quadruplicate etc as the case may be, on the issued Document / Academic Instrument.
- 8) # Second or further Copies of Transcript are NOT treated as issuance of DUPLICATE TRANSCRIPT. EACH Transcript is a fresh Transcript and so doesnot carry the impression of Duplicate / Triplicate etc on it.
- 9) If so requested, Transcript shall be issuable as each print in a separate envelope of the Institute, duly SEALED & SIGNED on the pasted Margins, WITHOUT any additional charges.
- 10) Service Charges as stated in the above Schedule are for AAA Section, Window Disposal only. Whenever Documents are desired to be Received / Sent to Third Party by Post, additional Postal Charges as indicated above shall be Payable, in advance alongwith the Prescribed Document Issuance Request.
- 11) All Certificates / Duplicate Certificates shall hold their validity ONLY when Signed by the Joint Registrar / Deputy Registrar / Assistant Registrar of the AAA Section, the Seniormost being available then.
- 12) The time periods mentioned herein above may vary, when the AAA section is busy with Admissions, Convocation, Internal Examination Results Preparation & Declaration, etc. As a policy however, best attempts to keep the deviations at a minimal will be practiced.
- 13) Dispatch Section shall intimate to the requester, by email the Dispatch Details, after effecting the Dispatch.
- 14) Request(s) to issue Document(s) NOT listed as herein above, BUT required to meet any further particular requirement(s) may also be issued by the Institute AAA section, provided they are of Academic Orientation, as may be justified from the supporting documents of the request. In such case, Charges as applicable to the nearest similar Document shall be chargeable, upon the decision of the Jt. Registrar , AAA Section. Such Requests may be made directly to jr.aaa@iiita.ac.in.
- 15) Charges as stated herein above Supercede the Charges, as may have been fixed prior to the date of issuance of this Charter of Services, for the services stated herein above.
- 16) BENEFICIARIES are however encouraged to assess their requirements well in advance and get their requests processed, to avoid last minute pressures on themselves as well as AAA section, as it could so happen that the Section is busy with other timebound activity of the Institute, when you think that you need them the most. Out of experience, similar such situations arise, When students have their VISA Dates Scheduled / Expecting to appear in Placement Activity, etc.

FORMAT for REQUESTING of Issuance of Academic Instruments from IIIT Allahabad

(For USE by STUDENTS, Allumni, Employers / Employer Authorised Background Check Agencies and Others)

Sl. No.	Item Head	Details																		
1	Student Name / Name of Employer / Authorised Background Check Agency																			
2	Student Date of Birth (As the one mentioned in his Class X Certificate)	DD/MM/YYYY Format :/...../..... (To be used to establish the authenticity of the Requester)																		
3	Enrollment Number																			
4	Academic Instrument (s) Requested	<p>Transcript / Bonafide Certificate / Migration Certificate / Interim Document / CCPC / MIC / EQRV / CDA OR DUPLICATE AI As Follows:</p> <table border="1"> <thead> <tr> <th>AI Details</th> <th>Pl. Tick The Relevant Ones</th> </tr> </thead> <tbody> <tr> <td>Bonafide Certificate</td> <td></td> </tr> <tr> <td>Migration Certificate</td> <td></td> </tr> <tr> <td>Grade Card / Grade Sheet</td> <td></td> </tr> <tr> <td>CCPC</td> <td></td> </tr> <tr> <td>MIC</td> <td></td> </tr> <tr> <td>Identity Card</td> <td></td> </tr> <tr> <td>Identity Card (Express)</td> <td></td> </tr> <tr> <td>Degree Certificate</td> <td></td> </tr> </tbody> </table>	AI Details	Pl. Tick The Relevant Ones	Bonafide Certificate		Migration Certificate		Grade Card / Grade Sheet		CCPC		MIC		Identity Card		Identity Card (Express)		Degree Certificate	
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MIC																				
Identity Card																				
Identity Card (Express)																				
Degree Certificate																				
5	Total Applicable Fees																			
6	Total Applicable Postal Charges																			
7	Sum Paid to the Institute																			
8	Payment Mode	RTGS / DD																		
	RTGS Details Payable in the following Account: IIIT A General Account Indian Overseas Bank, Civil Lines Branch, Allahabad A/C No. 35001000060976 IFS Code: IOBA0000350	UTR No:..... Transacting Bank Name:..... Place of Bank:..... Date of making the Transaction:.....																		
	Demand Draft Details (Drawn in the name of "IIIT Allahabad" and made payable at Prayagraj / Allahabad)	DD No:..... Date of Issuance..... Place of Issuance:																		
9	Issued Document Collection Mode	By Self From AAA Section Window / Through Authorised Representative from AAA Section Window. Pl attach the duly filled Ann.2 alongwith / To be Sent By Post																		
		Within India : By SPEED POST / Courier Outside India: By AIR MAIL / SPEEDPOST/ Courier (Certified that Requisite Charges as per Institute Policy have been included in the payment made)																		
10	Contact Email Id of Requester <i>(Currently Operational may only be stated, to facilitate communication, if required)</i>																			
11	Contact Mobile Number of Requester / Employer / Authorised Verifier Agency (This shall be stated on the Envelope)																			
12	Packaging Remarks	Each Transcript to be SEPARATELY sealed and Signed / All SEPARATELY Sealed & Signed Transcripts to be packed in ONE Large Envelope and sent to the address as stated above / ALL Transcripts to be put in one envelope and sent to my above address SEAL, SIGN & PACK Each Transcript SEPARATELY and send to different Addresses as stated below / Other Remarks:																		

12 Contd.	Packaging Remarks Contd./-
13	Address 2	
	Address 3	
	Address 4	
	Address 5	
14	Requesting Student's Signature / Signature of Authorised Signatory from Employer Side / Authorised Background Check Agency, together with Official Seal of Employer / Agency	
15	Date of Request	
16	Place of Request	

Address Label: Pl. note this will be pasted as such on the envelope. Kindly ensure completeness and correctness of the address, including that of Postal Codes / Email id / Cell Nos. **In case Documents are to be sent at multiple addresses,** One address label each shall be required:

Address 1:
.....
.....
.....
Postal Code / PIN.....
Email Id:.....
Cell No:.....

Address 2:
.....
.....
.....
Postal Code / PIN.....
Email Id:.....
Cell No:.....

Address 3:
.....
.....
.....
Postal Code / PIN.....
Email Id:.....
Cell No:.....

Ann.2

Details of the Authorised Representative as stated in Sl. No. 9 of Ann.1

Sl. No.	Item	Details
1	Name of the Requester	
2	Name of the Person Authorised	
3	Relationship of Requester with the Authorised Person	
4	Identification Document that the Authorised Person shall be carrying in original at the time of Collection of the Document(s)	
5	Declaration	I..... (the Requesting Person Name), hereby authorize the person as per the above details to make the request on my behalf / receive and collect the AI / Duplicate AI issued by IIITA on my behalf, at my own risks and Costs.
9	Signature of the Requester with Date & Place (Together with Seal of the Employer / Background Check Agency, in case the Requester is a Prospective Employer / Checking Agency)	