



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata - 700073 | ☎ - (033) 2241 - 3611 / 1906
[Established by the Act XXXIII of 2015; Vide WB Govt. Notification No 187-L Dated- 19.02.2016]
<https://www.sanskritcollegeanduniversity.ac.in>

Memo: 2023/COE/SCU/AcademicTranscripts/1333

Date: 22.11.2023

Instructions for submitting application for “Academic Transcripts”

- A. The concerned candidates(s) are required to download the form for Academic Transcript from the University's website <https://sanskritcollegeanduniversity.ac.in> or collect the same from the office of the Controller of Examinations (Form may be collected from 11.00 A.M. to 02.00 P.M. and from 02.30 P.M. to 05.00 P.M. on all working days).
- B. Eligibility for Applying the issuance of Academic Transcript: Only passed out or Final year students having no back papers, of any Degree/Post Graduate Degree Course of Study of our University, may apply for Academic Transcript. In case of Ph. D., successful completion of Coursework from our University is mandatory to apply for the Academic Transcript.
- C. Documents and fees required along with the properly filled in application form that are required to be emailed to the designated email id of the Controller of Examinations (controller.scu@gmail.com):
 - i. ATTESTED (BY (i) ANY GR. A OFFICER OF GOVT. SECTOR OR (ii) ANY FULL-TIME TEACHER OR ASST. REGISTRAR OF THE SANSKRIT COLLEGE AND UNIVERSITY) photocopies or notarized copies of both sides of relevant Mark Sheets (including FAILED mark sheet and Absent Mark sheet, if any) / Grade Cards of all passed examinations as applicable, issued from this University along with the Registration Certificate.
 - ii. SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card, Identity Card issued by the University, etc.). Without attested / notarized photocopies of such documents, no Application Form will be entertained.
 - iii. Academic Transcript may be issued to such applicant after due diligence and verification of records and clearance of the Fees for issuance of Academic Transcript.
- D. Fee Structure for issuance of a single set of Academic Transcript that is to be remitted by the concerned candidate per Course of Study: -
 1. By Hand – ₹500/- per copy (only Academic Transcript)
 2. By Hand – ₹1,000/- per copy (Academic Transcript with photocopy of approved syllabus)
 3. By Post (including postal charges only for issuance of Academic Transcript)
 - a. Within India - ₹1,000/- per copy
 - b. Outside India - \$100 USD to be paid in equivalent Indian Currency
 4. By Post (including postal charges for issuance of Academic Transcript with photocopy of approved syllabus)
 - a. Within India - ₹1,500/- per copy
 - b. Outside India - \$150 USD to be paid in equivalent Indian Currency





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E. Mode of Payment: - Fees for issuance of Academic Transcript are to be remitted by the applicant through online mode to the undernoted Bank A/C.

Name of the Bank : Bank of India, College Street Branch
Account Holder Name : The Sanskrit College and University
Account No. : 402910110006092
IFSC : BKID0004029

Scanned copy of the Bank Payment Challan with reference to payment transactions through NEFT/e-wallets are also required to be submitted along with the aforementioned filled –in form and enclosures. The above mentioned solicited documents are required to be arranged in chronological order with proper scanning (of originals, only pdf and properly cropped from end-to-end) and send by email in a single attachment.

- F. Academic Transcripts (hard copies only) may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the Controller of Examinations.) normally after MINIMUM FIFTEEN WORKING DAYS of submission of the application, or before that time in case of transmission of Email/SMS/WhatsApp messages from this end to the applicant intimating its availability.
- G. At the time of collecting such Academic Transcript(s), (i) the Payment Challan against submission of required fees, (ii) Authorization (if the candidate cannot come by person) in proper form and (iii) photocopy of any authentic photo-identity-cum-signature proof of the candidate or authorized person (if applicable) have to be submitted.
- H. Academic Transcripts are valid for one year w.e.f. the date printed on the transcript. If not collected within this period of one year, such undelivered Academic Transcripts are destroyed.
- I. All incomplete applications will be rejected and the fees transmitted will not be refunded. It will be the sole responsibility of the student who is applying for Transcript to ensure that the application is complete in all respects with all the supporting documents. The student has to go through all the instructions carefully. The University shall not be held responsible for any inconvenience caused or liability and/or loss incurred by the student for submission of incomplete and incorrect information.
- J. The University does not entertain any outside agency on behalf of student for issue of Transcripts. Taking the services of some outside agencies for getting the transcript issued from the University is strictly prohibited. If it is found that a student is availing/has availed the services of outside agency, appropriate action will be taken as per rules.



Debdas Mukherjee
22/11/2023

Debdas Mukherjee

Officer-on-Special Duty

Dept. of Controller of Examinations

O.S.D.

Controller of Examinations

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Application for "Academic Transcripts"

To
The Controller of Examinations
The Sanskrit College and University
1, Bankim Chatterjee Street, Kolkata-700073

Photo of the
applicant

Respected Sir,

I beg to apply for copy/copies of Academic Transcript. Required documents as per instruction are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of my application of Academic Transcript without refund of requisite fees. Herein below, I am providing the particulars as required for issuance of the Academic Transcript.

1. Name (In BLOCK letters, as written in your registration certificate of this University)			
2. Father's /Guardian's name (As printed in your 10 th standard Admit card)			
3. Residential Address			
4. Official id of the student issued by Government Authorities (with supporting document)			
5. Academic Year of Admission to this University			
6. Gender		7. Date of Birth [dd.mm.yyyy] (As per 10 th standard Admit card)	
8. Phone No. (with STD & ISD code)		9. E-mail	
10. Registration No. of this University with the session			
11. University Examination Roll No.			

12. Furnish the Address of University, Email, Fax No, website where the Academic Transcript(s) is/are to be sent (Include Separate Sheets if required)

Sl. No.	University	Address	Email, Phone No.
1.			

13. Details of Examination(s) passed/appeared at under this university [Separatesheets may be attached in case of more examinations.]

Department	Name of Examination	Month and Year of Passing	Results (as per Marksheet)		
			Full Marks/ Total credit points	Total Marks obtained (asprinted inmark sheet)	SGPA/ CGPA

14. No. of total copies of certificate wanted

No. of copies: -	@ Rs.	Total: - Rs.
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Amount (in words): only

15. Payment Details: -

NEFT/ UPI Transaction no	
Bank Name/ Wallet details	
Date of Transaction	
Amount paid	

Date:

Full signature of the applicant

N.B. – 1. Applicants are specially instructed to follow the general instructions (available in our website) regarding payment of requisite fees, documents to be enclosed, delivery, etc. pertinent to issuance of Academic Transcript before filling the form for the same. 2. Use separate application form of Academic Transcript for each Course of Study.