



## उपाधि की मूल प्रति प्राप्त करने की विधि (जिन्होंने उपाधि की शुल्क जमा नहीं किया था)

ऐसे छात्र / छात्रा जो की इस संस्थान से पास हो गये है लेकिन अपने 'उपाधि' की मूल प्रति नहीं पाये हैं वो निम्नानुसार उसे प्राप्त कर सकते हैं :-

1. नीचे दिया गया फॉर्म भरें।
2. **S.B.I. Collect** के माध्यम से रुपये **1500/-** का भुगतान करें। भुगतान की रशीद प्रिंट कर लें एवं उसपर अपना हस्ताक्षर करें। **जो छात्र / छात्रा वर्ष 2011 में पास हुए हैं उन्हें कोई शुल्क देने की जरूरत नहीं है।**
3. निम्नलिखित को इ-मेल करने के लिए स्कैन करें :-
  - (i) पूर्ण रूप से भरा हुआ आवेदन फॉर्म
  - (ii) स्वप्रमाणित **1500/-** रुपए के **S.B.I. Collect** के माध्यम से भुगतान की रशीद
  - (iii) अंतिम सेमेस्टर की अंकसूची
  - (iv) नो ड्यूज या स्थानांतरण प्रमाण पत्र
4. स्कैन किये हुए फॉर्म और दस्तावेजों को [examcontroller@nitrr.ac.in](mailto:examcontroller@nitrr.ac.in) को इ-मेल करें।
5. आवेदन मिलने के **15** दिनों बाद आपकी उपाधि आपको स्पीड पोस्ट के द्वारा भेज दी जाएगी।
6. अधिक जानकारी के लिए संपर्क कर सकते हैं - फ़ोन न. **+91 9893655655**, इ-मेल [examcontroller@nitrr.ac.in](mailto:examcontroller@nitrr.ac.in)

## Procedure for Applying for Original Degree Certificate (For Those Who Have Not Paid the Fee for Degree Certificate)

Students those who have passed out from the Institute and have not collected / received their original degree certificate from the Institute can avail the same by following manner:-

1. Fill in the application form for 'Original Degree Certificate' available on the next page.
2. Pay **Rs. 1500/- through S.B.I. Collect mode** available on the Institute website. Take print out of the payment receipt and signed over it. **Students passed out in the year 2011 need not to pay any fee.**
3. Scan the following documents for sending as attachment to an e-mail:-
  - (a) Dully filled in application for 'Original Degree Certificate'.
  - (b) Self attested copy of the S.B.I Collect payment receipt of Rs. 1500/-
  - (c) Final semester marksheet.
  - (d) No dues or Transfer Certificate (T.C.)
4. E-mail all the above scanned copies of the documents to [examcontroller@nitrr.ac.in](mailto:examcontroller@nitrr.ac.in)
5. On receipt of the application with supporting documents, your degree will be sent by speed post in next 15 days.

**Clarification.** Candidates can clarify their queries, if any, on phone no. **+91 9893655655** or by sending email to [examcontroller@nitrr.ac.in](mailto:examcontroller@nitrr.ac.in)



## **APPLICATION FOR ORIGINAL DEGREE CERTIFICATE**

**(FOR THOSE WHO HAVE NOT PAID THE FEE FOR DEGREE CERTIFICATE)**

1. Name in English .....  
(as per last qualifying Examination Certificate submitted to institute)
2. Roll No. : ..... Enrolment No. .... Passout Batch (Year) .....
3. Department: ..... Programme of study: **Ph.D./M.Tech./MCA/B.Tech./B.Arch.**
4. Title of the thesis (For Ph.D. degree only): .....  
.....
5. Current Mailing Address: (to send degree / intimation letter) .....  
.....  
P.O. .... Distt. .... State .....
- Pin Code: ..... Email – Id: .....
- Phone/Mobile No. : .....(R).....
6. S.B.I. Collect payment reference No. ----- Dated ----- for  
**Rs. 1500/-** . Please enclose S.B.I. Collect payment receipt (self attested) as fee for receiving the  
degree by speed post. **Students passed out in the year 2011 need not to pay any fee.**

**List of Attachments:-** Self attested scan copies of following certificates/ testimonials. (Please tick mark against attached documents)

- |   |                          |
|---|--------------------------|
| 1. Final Semester Mark sheet                    | <input type="checkbox"/> |
| 2. No Dues OR Transfer Certificate              | <input type="checkbox"/> |
| 3. S.B.I. Collect Payment Receipt of Rs. 1500/- | <input type="checkbox"/> |

Date: .....

.....  
Signature

### **Note:-**

1. Please ensure that you have cleared all the institute dues and deposited the clearance certificate in Academic section. Post Graduate student must also ensure that the bound copy of thesis is submitted in the Examination Cell.
2. For any type of query related to the degree, please contact Examination Cell on phone number +91 9893655655 or through email [examcontroller@nitrr.ac.in](mailto:examcontroller@nitrr.ac.in)
3. Fill in the application form, scan it and other supporting documents and e-mail the same (i.e. scanned copies of application form and supporting documents) to [examcontroller@nitrr.ac.in](mailto:examcontroller@nitrr.ac.in)