



OFFICE OF THE DEAN ACADEMIC AFFAIRS  
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR

**TIMELINE FOR THE ISSUANCE OF DIFFERENT CERTIFICATES**

S. No.	Certificate/Order/Card	Maximum Time Period
01.	Withdrawal of Admission	01 Week
02.	Transcript of Grades for B. Tech (Prior to Batch 2014)	02 Weeks
03.	Transcript of Grades for M. Tech (Prior to Batch 2016)	01 Week
04.	Transcript of Grades (ERP Generated )	01 Week
05.	Duplicate Grade Card (Issued prior to the year 2016 and that too is subject to production of photocopies of the semester Grade Cards)	02 Weeks
06.	Duplicate Grade Card (Issued from the year 2016 onwards and that too is subject to production photocopies of the semester Grade Cards)	01 Week
07.	Duplicate Degree Certificate	02 Weeks
08.	Migration Certificate	01 Week
09.	Provisional Certificate	01 Week
10.	Degree Verification	02 Weeks
11.	Fee Structure	01 Week
12.	Bonafide Certificate	Issued by Dean Students Welfare
13.	Medium of Instruction Certificate	03 Days

  
Dean Academic Affairs

**Copy to:**

1. Chairman, Computer Service Centre with a request to kindly upload the notice on the Institute website.
2. Associate Dean (Academic Affairs).
3. Associate Dean (Examination)
4. Assistant Registrar (Academic).
5. P.A. to Director for information of the Director please.
6. Dealing Assistants (UG).
7. Dealing Assistant (PG).
8. Dealing Assistant (Ph. D).