

PAAVAI ENGINEERING COLLEGE

(AUTONOMOUS)

(Accredited by NAAC with 'A' Grade & NBA Accredited)

NH-44, Pachal Post, Namakkal – 637 018.

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Phone

(O)04286-243038
(M) 9842881388

Fax

04286-243068

Web

coe.paavai.edu.in

Email


coe@paavai.edu.in

APPLICATION FOR ISSUE OF TRANSCRIPTS

(To be signed by the individual candidate on his/her own behalf who wants the transcript)

1.	Name of the Candidate		
2.	Register Number		
3.	Programme/ Specialization		
4.	Period of Study		
5.	Address for communication		
6.	Contact Phone No./ Mobile No.		
7.	No. of sets of transcript required		
8.	Whether the details of the name and addressee of the Universities are provided for whom the Transcripts have to be provided.		
9.	Whether original of the Semester/ Consolidated Grade Sheets have been produced.	Yes / No	
10.	List of the Original Semester/ Consolidated Grade Sheets produced (Specify)		
11.	Whether photocopies of the Semester/ Consolidated Grade Sheets are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided)	Yes /No	
12.	Fee details (Enclose the copy of the fee receipt)	Amount	
		Receipt No.	
		Date of Payment	

Signature of the Candidate with date		Signature of the Principal with date	
Received the			
1. Transcripts in sealed cover(s)			
2. All original certificates, if produced		Receiver's Name & Signature with date	
For office use :			
Date of Issue		Page No. & Sl.No.	
Prepared By		Approved By	

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			Web	coe.paavai.edu.in
			Email	coe@paavai.edu.in

INSTRUCTIONS TO THE CANDIDATES FOR OBTAINING TRANSCRIPTS
(Required for pursuing higher studies in foreign Universities)

1. The candidates who require the Transcripts for pursuing higher studies in the foreign Universities shall use the application for the issue of Transcripts available in the website of the COE.
2. The candidate should submit the application in person to the Office of the Controller of Examinations of the college along with the required documents (Original grade sheets, photocopy of the grade sheets and transcript fee). If the candidate cannot come in person, he/she shall send it through authorized person along with the authorization letter to receive the Transcripts on behalf of the candidate.
3. The candidate should submit the details of the identified universities such as name and addressee for which the candidate wants to apply and the transcript need to be provided.
4. The transcript fee is Rs.1000/- (One Thousand Rupees only) per set which should be paid in the college office and the details of payment should be submitted along with the application form.
5. The candidate should also submit the original consolidated statement of grades and semester grade sheets (all semesters), passport size photo along with one set of legible photo copies (both front & back side) of the said grade sheets. The photocopies of the certificates will be retained by Office of the Controller of Examinations after the issue of transcript.
6. The normal duration for the issue of Transcripts will be ONE WEEK from the date of submission of application and necessary documents. The candidate should collect the sealed covers containing the Transcripts and also original grade sheets.
7. The candidate should acknowledge the receipt of sealed covers containing the Transcripts and the original grade sheets.

CONTROLLER OF EXAMINATIONS