

Office of the Dean (Academic)
 Indian Institute of Engineering Science and Technology, Shibpur
 (Formerly Bengal Engineering and Science University, Shibpur)
 Howrah - 711 103, West Bengal, India



Date: 12th December 2017

No: 1585/Exam

ORDER

This is for information of all concerned that the revised fee structure with regard to the various academic services for the students is as per the table stated below.

Sl. No.	Name of service	Charges (Including postal)
1.	Transcript (per set)	To be collected personally or through authorize person from Examination Dept, IEST, Shibpur
		To be sent within India by courier
		To be sent outside India by courier
2.	Verification of academic record	To be collected from Examination Dept, IEST, Shibpur or to be sent through Fax or e-mail
		To be sent within India by courier
		To be sent outside India by courier
3.	Duplicate Marksheet/Gradesheet/Certificate (to be collected personally from Examination Department)	
4.	Bonafide Student (present)	
5.	Bonafide students (pass-out students)	
6.	Issue of original degree certificate at convocation	
7.	Issue of original degree certificate after convocation (those who have not collected till date)	
8.	Migration certificate	
9.	Medium of instruction certificate	
10.	Issue of provisional degree certificate (All categories)	
11.	Rank Certificate	
12.	NOC for internship or other training purpose including attending a conference/workshop for the current students	
13.	Transfer cum conduct certificate	
14.	Appearing in an Examination certificate	
15.	PhD thesis submission certificate	
16.	PhD RA certificate	
17.	PhD experience certificate	
18.	Post Doctoral Certificate	
19.	Conversion from BESU to IEST certificate	

20.	Certificate to get scholarship etc. for the current students whose format is different than the format used by the institute (applicant need t provide the format through the portal)	Rs. 100/-
21.	Other certificate (not listed above and for which a new format is required)	Rs. 200/-
22.	Duplicate Registration Certificate	Rs. 150/-

This is issued with the approval of the Director, IEST, Shibpur


Sd/-
Prof. Amitava Basu Mallick
Dean (Academic)

No: 1585/1(8) Exam

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Copy forwarded for information and necessary action to:

1. All Deans/HoDs/Director of Schools/Centre Heads
2. The Registrar
3. The Controller of Examinations
4. The Finance Officer
5. The Deputy Registrar(Audit)
6. PS to the Director
7. The General Secretary-Student Senate
8. Institute Website


Dean (Academic), IEST (Actg).