ISSUE OF DUPLICATE GRADE SHEET FOR STUDENTS GRADUATED FROM IIT K

A. DUPLICATE GRADE SHEET:

1. An alumnus requesting for duplicate grade sheet must provide the following details:

   a) Name of the Student   b) Date of birth
   b) Roll No.   c) Year of Graduation
   d) Programme of study   e) Department of study

2. For speedy processing, he/she may provide a Xerox or scan copy of his/her original grade-sheet.

B. POSTAL CHARGES:

If the alumnus or his/ her representative is unable to collect the duplicate grade sheet in person from the DOAA office, Institute can post the same at his/her requested address on payment of Rs. 200/- (if to be posted within India) else, Rs. 2,500/- (if to be posted outside India)

C. PAYMENT OF CHARGES:

Payment, in total, may be made through Bank Draft drawn in favor of "IITK Transcript Account" payable at "KANPUR"

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

Bank name: STATE BANK OF INDIA
Bank branch: IIT KANPUR
Bank A/c No.:   35973361835
Bank Swift code: SBININBB499
Beneficiary code: SBIN0001161
Beneficiary name: IITK Transcript Account

Furthermore, if you pay/deposit the amount through net banking/ cash deposit, you have to send/ email the scan copy of the transaction receipt detailing the transaction to pg_office@iitk.ac.in (for Postgraduate Programmes) and ug_office@iitk.ac.in (for Undergraduate Programmes).

D. MAILING ADDRESS:

You may post your application along with Demand draft and other documents at the following address:

Assistant Registrar (Academic Affairs)
Faculty Annex Building (DOAA)
Level -4
Indian Institute of Technology Kanpur
Kanpur - 208 016
Uttar Pradesh

E. PROCESSING:

Upon receiving the bank draft/ net banking transaction receipt, postal address(s) (at which the document(s) is to be posted), and other relevant papers, if any, the request will be forwarded to the concerned unit for further processing.

May kindly note that it takes approximately 15 working days from the day of receiving the above documents to process an application (this excludes postal time).

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