



ADHIYAMAAN COLLEGE OF ENGINEERING

(Autonomous)

Affiliated to Anna University – Chennai & Approved by AICTE – New Delhi.

Accredited by NAAC & NBA - UGC, New Delhi

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF THE TRANSCRIPTS

(To be signed only by the candidate)

1. Name :
2. Register No. :
3. Branch of Study :
4. Year of Study :
5. Address :

6. Contact Phone No. /Cell No. :
7. No. of sets of Transcripts required :
8. Certificates for which Transcripts are required : Semester wise Grade Sheet
 Consolidated Grade Sheet
9. Whether Originals of the above Certificates have been produced : Yes / No
10. List of the Original Certificates produced : (Specify)
11. Whether sufficient Photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided) : Yes / No
12. Whether the names and addresses of the Universities are written on the cover : Yes / No
13. Payment Details
(i) DD No. and Date :
(ii) Name and Branch of the Bank :
(iii) Amount of fees paid :
(Rs.500/- per set)

Signature of the Candidate with date

Received the Transcripts in sealed cover

Received all Original Certificates

Signature :

Signature :

Date :

Date :



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INSTRUCTIONS FOR APPLYING TRANSCRIPT

- 1) A candidate who wishes to apply Transcript for his/her higher studies in Foreign Universities/ job opportunities need to submit the Transcript application form duly signed and approved by the principal after paying the prescribed fee.
- 2) Such candidates, need to produce photocopy of the following documents:
 - Photocopy of their Consolidated Statement of Grades
 - Provisional or Degree certificate
 - Photocopy of all Grade Sheets received (only if he/she is a current student)
 - ID proof. (Driving license, Voter ID, PAN card or Passport)
- 3) Submit the application with a request letter forwarded by head of the department to Controller of Examinations Office in person or by an authorized person.
- 3) The prescribed fee for issue of Transcript is Rs.1000/- to be paid in the IOB, kumudepalli to “ACE-Autonomous Fund” account.
- 4) Candidates can collect Transcripts in person from the Office of Controller of Examinations on the same working day.
- 5) If a candidate, who could not come in person, need to nominate a person with authorization letter from the candidate. Such authorized person need to attach photocopy of ID proof (Aadhar Card, Driving license, Voter ID, PAN card or Passport) and display original for verification.
- 7) Students who cannot come in person are informed to avail online transcript process by visiting www.adhiyamaan.itranscripts.in.

CONTROLLER OF EXAMINATIONS