



**Visvesvaraya Technological University**  
"Jnana Sangama", Belgaum – 590 018.

Dr. Krishnamurthy G.N.  
Registrar (Evaluation)

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REF NO/VTU/EXAM/2010-2011/ 982 .

DATE: 30.12.2010

**CIRCULAR**

**Sub: Issue of Official Transcripts / PDC/ Extract of Marks Card at  
VTU – Regional Office, Bangalore – reg.**

The undersigned has noticed the fact that, some of the parents/students are finding it very difficult to get Transcripts/PDC/ Extract of Marks Card, by hand from VTU head quarters, Belgaum, as they have to travel all the way to VTU, Belgaum, for this purpose only and may require to travel more than 10 hours especially if they are from Bangalore. In order to overcome the problem, VTU has made an alternate arrangement to get Official transcripts / PDC/ Extract of Marks Card, quickly by the following procedure.

Students (or parents with an authorization letter) along with the application for transcripts / PDC / Extract of Marks Card and the prescribed fee in the form of Demand Draft drawn in favor of Finance Officer, VTU, Belgaum, can submit before 11.00am at VTU, Regional Office, Bangalore by hand.

The documents which they applied for can be collected from the VTU regional office, Bangalore, on the next to next working day (if possible the document will be issued on the next day after 3:00pm).

This is an extended facility provided, apart from all the regular procedures followed till now, i.e. students / parents can still avail the said documents **by hand at VTU head quarters, Belgaum** ( on the same day of applying) and also by post directly to their residential address ( which may take 8 to 10 days depending on postal delays).

This may please be brought to the notice of all the students / parents for their convenience.

To,  
**The Principals of all affiliated Engineering Colleges.**

Sd/-  
**Registrar (Evaluation)**

**NOTE:**

- 1] Students can download and use the application formats for the issue of Official transcripts & PDC, which are attached along with this circular ( page 2 & 3 ).
- 2] Hand written application addressed to Registrar (Evaluation), VTU, Belgaum, is sufficient for availing Extract of Marks Card.
- 3] This facility is availed only at VTU, Regional Office, Bangalore, for the first time as a Pilot Facility, which may be extended to other two Regional Offices, in the near future.
- 4] Details of Official Fees:  
(a) Official Transcripts: Rs250/- for the First copy & Rs150/- each for subsequent copies.  
(b) PDC: Rs 200/-  
(c) Extract of Marks Card: Rs 175/- per Marks Card.

*Krishnamurthy G.N.*  
**Registrar (Evaluation)**

**Copy to :**

1. The Hon'ble Vice Chancellor through Secretary to VC, VTU, Belgaum, for kind Information.
2. The Registrar, VTU,Belgaum, for kind Information.
3. Finance Officer, VTU,Belgaum, for kind Information.
4. The Special Officers, VTU Regional Offices at Bangalore/ Belgaum/ Gulbarga/ Mysre.



**VISVESVARAYA TECHNOLOGICAL UNIVERSITY**  
**EXAMINATION SECTION**  
**BELGAUM - 590 018,**

**Application for issue of Official Transcript**

Name of the Candidate:.....

USN:.....

Year & Month of Completion :.....

No. of Copies required:.....

Documents to be Submitted:

1. Xerox copies of all semester Marks cards
2. Single DD at **Rs.250/-** for First copy and **Rs. 150/-** each for subsequent copies, drawn in favour of **Finance Officer, VTU Belgaum.**

Details of Fee paid:

DD No :..... Date:..... Tot. Amount:.....

Name of the Bank:.....

<p><b><u>For office Use only: DRAFT RECEIVED</u></b></p> <p>DD NO .....Date.....</p> <p>Bank.....Rs.....</p> <p>Signature &amp; Date.....</p>
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**Signature of the Candidate**

Mailing Address:

<i>Name :</i>	<i>USN:</i>
<i>Address :</i>	
<i>Pin Code:</i>	
<i>Contact No. (Resi) :</i>	<i>Mobile No :</i>



VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM  
Application for Issue of  
**PROVISIONAL DEGREE CERTIFICATE**

(The Candidates, on fulfillment of requirements for the award of the degree, can directly apply to the office of The Registrar (Evaluation), V. T. U. Belgaum - 590 07A.

Name of the Candidate (As it is in Marks Card)			
University Seat No.			
Details of fee paid	DD No.:	Date:	Bank:

- Do not Enclose Copies of Marks Cards.
- Enclose a DD for Rs. 200/-, drawn in favour of The finance Officer, VTU Payable at Belgaum

FIRST ATTEMPT TOTAL OF LAST FOUR SEMESTERS ( As per Marks Cards)  
\*\*\*\* DO NOT INCLUDE CIP 71/81 IN TOTAL MARKS \*\*\*\*

Course	V Sem	VI Sem	VII Sem	VIII Sem	Total	Class
B. E./B.Tech						

Permanent Address: .....

Contact No. (Res)..... Mob:.....

Signature of the Candidate

**Undertaking**

I Mr./Ms. ....do hereby undertake that, I will not apply for Revaluation, Retotalling, Photocopy of Answer Scripts and Challenge Revaluation.

Signature of the Candidate

MAILING ADDRESS TO WHICH PDC TO BE SENT ( IN CAPITAL LETTERS )

Name :	( USN: )
Add :	
Pin Code:	Contact No. (Res)..... Mob:.....