

National Institute of Industrial Engineering, Mumbai

Request for issue of Transcripts

You may place a request for the transcript by writing application to

Deputy Registrar/ Assistant Registrar (Academic)
National Institute of Industrial Engineering (NITIE)
Academic Section, Vihar Lake Road, Mumbai 400 087
Maharashtra, India

Contact: transcript.nitie@nitie.ac.in; Telephone: 022-28573371 Extension 5551/28035551 (Mr. Mahesh Kumar)

Give details of your academic record like:

Name, Roll No., Name of Programme and Passed out year

Charges applicable for the alumni who makes request within two years after graduating PGD programmes:

First Transcript Copy	:	₹.500/- (Rupees Five Hundred only)
Additional Transcript Copies subject to maximum of 5 (five) including first transcript copy	:	₹.100/- (Rupees One Hundred only) for each additional copy
Postage charges for within India	:	₹.300/- (Rupees Three Hundred only)

E.g. if a request for 5 sets of transcripts is made at the same time, it is charged ₹.500 (first copy of transcript) + 100 x 4 + ₹.300 (Postage charges) = Rs.1200/- (Rupees One Thousand Two Hundred only). Maximum limit 5 copies at a time per request. Transcripts request on personal address will not be sealed on the cover with Institute stamp, only transcript will be signed and sealed with Institute stamp.

Charges applicable for the alumni who makes request beyond two years after graduating PGD programmes:

First Transcript Copy	:	₹.500/- (Rupees Five Hundred only)
Additional Transcript Copies subject to maximum of 5 (five) including first transcript copy	:	₹.500/- (Rupees One Hundred only) for each additional copy
Postage charges for within India	:	₹.300/- (Rupees Three Hundred only)

E.g. if a request for 5 sets of transcripts is made at the same time, it is charged ₹.500 (first copy of transcript) + ₹.500 x 4 + ₹.300 (Postage charges) = Rs.2800/- (Rupees Two Thousand Eight Hundred only). For both the cases maximum Limit of 5 copies at a time per request. Transcripts request on personal address will not be sealed on the cover with Institute stamp, only transcript will be signed and sealed with Institute stamp.

Charges applicable for the alumni who makes request for transcript which is required to be sent to overseas verification organizations/educational institutions/agency directly from NITIE, Mumbai:

Transcript (only one transcript is issued)	:	\$.100/- (American Dollar One Hundred only)
International Postage Charges (two times sending)	:	

\$.100/- (American Dollar One Hundred only) is being charged each time for the purpose sending transcript to the overseas verification organizations/educational institutions. Subsequently, the overseas verification organizations/educational institutions send back the duly processed transcripts to NITIE for authentication and verification.

\$.100/- (American Dollar One Hundred only) shall be remitted through Indian Currency. The foreign exchange rate with respect to American Dollar to be considered on the day of remitting through Indian Currency equivalent to American Dollar.

Mode of Payment:

The charges will have to be paid by way of Demand Draft in favour of **NITIE, Mumbai** or through online to SBI, Vihar Lake Branch, Mumbai-400087.

Bank Name	:	State Bank of India
Account Name	:	NITIE Main Account
Current Account No.	:	10007680096
IFSC code	:	SBIN0009055
Branch Name	:	NITIE Vihar Lake
Branch Code	:	09055

After online transfer/remittance, the payee must furnish the following details:

Payee's Name	:	
Bank Name	:	
Branch Name	:	
Account Number	:	
Branch Code	:	
IFSC Code	:	
Transaction ID/UTR No./Journal No.	:	
Date of Transaction	:	
Transaction Amount	:	