



**Rajiv Gandhi University of Knowledge Technologies, Andhra Pradesh**  
**(A.P. Government ACT 18 of 2008)**  
**S.M.Puram, Etcherla (M) Srikakulam District, Andhra Pradesh - 532402**

**Instructions for issue of certificates**

1. Certificate shall be issued to the individual student only during the institute working days in between 10:00 AM to 5:00 PM at exam cell.

2. Issue of certificate shall be done only after student pay the fee to the institute. Students are requested to submit the no-due form to the exam cell.

3. Certificate/(s) (Consolidated Statement of Grades /Semester Grade sheet/Provisional Degree certificate/PUC Certificate) shall be issued to the student in two phases based on the request received from them

a. Certificate/(s) shall be issued to the individual student before 5:00 PM on the same day if the student submits the request before 12:00 PM in the exam cell.

b. Certificate/(s) shall be issued to the individual student before 01:00 PM on the next working day if the student submits the request after 01:00 PM on the previous working day.

**Note: We aim to issue certificates to students either on the same day or the next working day. However, in the event of unforeseen circumstances, such as the unavailability of officers or concerned staff, there may be delays in issuing the certificates. Therefore, students should be prepared to stay an additional one or two days if necessary.**

4. To apply for the advance original degree certificate before the convocation at RGUKT Srikakulam, students who have already collected their Provisional Degree Certificate by clearing their no-dues can follow this procedure:

- a) **Download the Application:** Visit <https://examcell.rguktsklm.ac.in/> to download the application form for the advance original degree certificate.
- b) **Fill in the Application:** Complete the application form with all necessary details.
- c) **Send the Application:** Send the completed form by post to: **The Controller of Examinations, RGUKT Srikakulam, S.M.Puram, Etcherla (Mandal), Srikakulam, Andhra Pradesh – 532402.**
- d) **Fee Payment:** Pay the required certificate fee, including postal charges, as per the institute's norms mentioned in the application.
- e) **Processing and Dispatch:** Once the application and payment are received, the certificate will be prepared and sent by post within one month.

**Note:** The Original Degree certificate is currently not available under the Tatkal scheme.

5. **Corrections in Certificates (Name, Father's Name, etc.):** If any corrections are needed in certificates (such as name, father's name, etc.), students must visit the campus **in person** along with their original certificates for verification and correction.

6. **Lost Certificates (Due to Theft, Fire Accident, etc.):** If certificates are lost due to theft, fire, or any other reason, students must visit the campus **in person** with the following documents:

- A **FIR copy** and/or a **certificate tracing report** issued by the police authorities confirming that the certificate cannot be found.
- Complete the necessary procedures as per university norms for obtaining a duplicate certificate.

## FEE STRUCTURE OF CERTIFICATES

The following is the fee structure for issuing various certificates

S.No	Certificate	Fee	Charge per every belated year
1	Statement of Grades	Free (In person) Rs.50 per copy (By post)	
2	Statement of Grades (Duplicate) *	Rs.100 per copy	Rs.100
3	Statement of Grades (Triplicate) *	Rs.150 per copy	Rs.100
4	Provisional Certificate	No fee (In person) Rs.50 per copy (By post)	
5	Provisional Certificate (Duplicate) *	Rs.100 per copy	Rs.100
6	Provisional Certificate (Triplicate) *	Rs.150 per copy	Rs.100
7	Consolidated Statement of Grades*	Rs.500 Rs.50 per copy (By post)	NA
8	Consolidated Statement of Grades (Duplicate)*	Rs.250	Rs.100
9	Consolidated Statement of Grades (Triplicate)*	Rs.450	Rs.100
10	PUC Provisional Certificate	Free (In Person) Rs.50 (By Post)	
11	PUC Provisional Certificate (Duplicate)*	Rs.100 per copy	Rs.100
12	PUC Provisional Certificate (Triplicate)*	Rs.150 per copy	Rs.100
13	PUC original certificate	Rs.100 (In person) Rs.150 (By Post)	Rs.100
14	PUC original certificate (Duplicate)*	Rs.250	Rs.100
15	PUC original certificate (Triplicate)*	Rs.450	Rs.100
16	Advance Original Degree*	Rs.1000	NA
17	Original Degree (Duplicate)*	Rs.450	Rs.100
18	Original Degree (Triplicate)*	Rs.850	Rs.100
19	Migration Certificate	Rs.200	Rs.100
20	Migration Certificate (Duplicate)*	Rs.400	Rs.100
21	Migration Certificate (Triplicate)*	Rs.800	Rs.100
22	Transcripts (Per Xerox Copy)	Rs.50 per copy up to 5 years	Rs.50 per copy
23	Any correction in certificate (Name/DOB/Any)*	Rs.450	Rs.100
24	Rank certificate	Rs.250	Rs.100

\* These cases, the certificates will not issue in person. The respective certificates will be sent by post in about 2 to 4 weeks from the date of receiving the application along with fee.

**Note:** Certificates will also issue in Tatkal scheme by paying Rs.1000 in addition to the above fee.

Sd/-  
Controller of Examinations