Indian Institute of Information Technology Allahabad
Office of the Joint Registrar (Academics)
Charter of Services Offered by AAA Section

Sl. No. (1)	Academic Instrument (AI) Issuable (2)	Request Mechanism (3)	Period (4)	Per Document Service Charges Payable in INR (GST Incl.) (5)	Applicable Postal Charges (in case desired to be sent by Post) (6)
1.	Transcript	Application in the format as available on AAA Section Web Portal, to be sent, either in Hard Copy or by Email to the Respective Official as follows:	Three Working Days	100/- Each	**Within India:** **By Speed Post:** Rs 250/- per Envelope **By Courier:** Rs 750/- per Envelope **Abroad:** **By Air Mail:** Rs 300/- per Envelope **By Speed Post:** Rs 1500/- per Envelope **By Courier:** Rs 3000/- Per Envelope
2.	Bonafide Certificate / Character Certificate	**Pertaining Program / Branch** — **Designated Case Officials** — **Name, Email Id / Phone Number (STD Code - 0532)**	Two Working Days	50/- Each	
3.	Migration Certificate	B.Tech. (IT) / AAA Email, NAD, NIRF, AISHE — *Ms. Gayatri Kashniyal* gayatri@iiita.ac.in/ 2922085	Two Working Days	50/- Each	
4.	DUPLICATE Migration / Transfer Certificate	B.Tech. (IT) (All Past & Present Batches) & AAA Section Portal Management — *Mr. Anoop Kr. Verma* pro.anoopv@iiita.ac.in 2922286	As per provisions of IADAI 2019	200/- Each	
5.	Grade Cards / Sheet(s)		Within Five Days of Final Results Declaration of the Batch	Included in Semesterly Fees	
6.	DUPLICATE Grade Card(s) / Sheet(s)	B.Tech. (ECE), M.Tech. (ECE), (All Past & Present Batches) SII & EII — *Mr. Ramesh Rai* ramesh@iiita.ac.in 2922033	As per provisions of IADAI 2019	1000/- per CARD / Sheet Each Further Copies as per IADAI 2019 Policy	
7.	Course Completion Cum Provisional Certificate (CCPC)	B.Tech. (IT-BIn) (All Past & Present Batches) + M.Tech. BI & DSA (All Batches) — *Mr. Santosh Kumar Mishra* smishra@iiita.ac.in 2922801	Two Working Days	50/-	
8.	DUPLICATE Course Completion Cum Provisional Certificate	M.Tech.(IT), MBA and B.Tech.-M.Tech. / MBA Dual Degrees (All Past & Present Batches) — *Mr. Mohd. Saleem Ansari* saleem@iiita.ac.in 2922030	As per provisions of IADAI 2019	100/-	
9.	Medium of Instruction Certificate (MIC)	Grade Cards, Transcript, Duplicate Academic Instruments, Other Certificates — *Mrs. Asha Shukla* asha@iiita.ac.in 2922282	Two Working Days	50/-	
10.	Educational Qualification(s) / Record(s) Verification (EQRV)	Ideally, By Email to the respective Official above, alongwith submission of Proof of having paid the Prescribed Fees. *In case of non-fulfillment of request, THEN ONLY to Assistant Registrar below:* **Mr. Vivek Nagar** **Assistant Registrar (A&R)** **(ar.ar@iiita.ac.in)** **(Group emailing is strongly discouraged)**	Three working days *(Verifiers from Background Check Companies / Employers / Govt. Security / Law Enforcement Agencies of GoI etc.*	1500/- *(For Allumni & Organizations registered in India) Not payable by Govt.of India Security / Law Enforcement Agencies)* **50 US $** (For all Individuals / Organizations / Agencies who are not Allumni of the Institute or are Registered Outside India)	
11.	DUPLICATE Degree Certificate		As per provisions of IADAI 2019	3500/- Each Further Copies as per IADAI 2019 Policy	
12.	DUPLICATE Id Card Issuance	Supporting Documents Required: a) Request in the Format as available on AAA portal, alongwith Specific Id Card Form. b) Copy of FIR, from the place of loss. c) Prescribed Fees Payment Receipt	Three working days	750/-	
13.	DUPLICATE Id Card Issuance (Express)		Three Hours	1500/-	
14.	Certificate / Documents Attestation (Per Attestation Signature) (CDA)	Supporting Document(s) Required: a) Request in the Format as available on AAA portal. b) Original alongwith the Photocopy of the Document / AI to be attested	One Working Day	50/-	
		In case, Attestation of any Document / AI is desired after the same being Photocopied from the Records of the Institute	Two Working Days	100/-	
15.	Interim Document	As per provisions of IADAI 2019	As per provisions of IADAI 2019	2000/-	

For Further details kindly visit the AAA Section Portal - https://aaa.iiita.ac.in/

Dr. Asheesh Kumaar	Prof. Manish Goswami	Prof. Mukul Sharad Sutaone
(Joint Registrar)	*Dean (Academic& Research)*	*(Director)*