

K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE - 637215

KSRCT/PO/3.17/2022-23/935

DATE : 13.03.2023

QM5.5.3/F010

CIRCULAR

TIME : 3:00 PM

| | | | | | | |
|-----------------------|---------|---|--------------------------------|----|-----------|----|
| Classification | Routine | √ | Urgent | -- | Immediate | -- |
| Originator: Principal | | | Circulated to: All Departments | | | |

Sub: Search Fee for late collection of Semester Grade sheets / Consolidated Grade Sheets / Provisional certificate / Degree Certificate / Transfer Certificate – Reg.,

It is informed that the search fee will be collected for the late collection of Semester Grade Sheets / Consolidated Grade Sheet / Provisional Certificate / Degree Certificate from Exam Cell & Transfer Certificate from Principal Office. In this connection Search fee scheme will be implemented as per below details effect from 01.04.2023.

| Particulars | Range | Fee |
|---|-------------------------------|-----------------|
| 1. Semester Grade Sheet | Up to 6 Months | No fee |
| 2. Consolidated Grade Sheet | Above 6 Months – Up to 1 Year | 250/- |
| 3. Transfer Certificate | Above 1 Year – Up to 2 Year | 500/- |
| 4. Provisional Certificate | Above 2 Year – Up to 3 Year | 1000/- |
| 5. Degree Certificate (After Graduation day) | After 3 Years | 1000/- per year |

For any lost/damage of late collection certificates then institutions will not be responsible.


PRINCIPAL

Copy to:

1. File
2. KSRCTCMS
3. College Website