

GITAM UNIVERSITY
DIRECTORATE OF EVALUATION

FEE FOR VARIOUS EXAMINATIONS & CERTIFICATES

A. EXAMINATION FEE: Candidates applying for the following examinations have to submit the filled-in Applications along with the Original Challan to the concerned Heads of the Departments. **Click on the relevant item to download the Application.**

Item	FEE
1. Supplementary candidates with backlogs (Theory Courses only)	One Course : Rs.500/- ; Two Courses : Rs.750/- ; 3 or more Courses: Rs.1000/-
2. Special Exam Fee (Theory Courses only)	Rs.1500/- per course
3. Betterment Exam Fee (Theory Courses only)	Rs.5000/- per course
4. Special Drive Exam Fee (One Theory course only)	Rs.5000/- per course
5. Repeat Continuous Evaluation (RCE) (Theory/ Practical)	Rs.6500/- per course
Late fee for Sl. No.1 - 5 above	1 to 5 days: Rs.500/- ; 6 to10 days: Rs.1000/-
6. Re totaling fee	Rs.200/- per course
7. Revaluation fee (Only for UG. Programs)	Rs.750/- per course.
Late fee for Sl. No.6 & 7 above	Up to a maximum of 5 days only : Rs.150/-
8. Condonation fee	
With 66 to 69% attendance	Rs.1000/- for all students
With 70 to 74 %	Rs.600/- for all students

Note: Late Fee is accepted till seven days prior to the date of commencement of the respective Examinations.

B. FEE FOR CERTIFICATES: Candidates applying for the following Certificates except PCMGs have to submit the filled-in Applications in the Directorate of Evaluation along with the Original Challan. For PCMG, Candidates have to apply through the concerned Heads of the Departments. **Click on the relevant item to download the Application.**

Item	Original	Duplicate	List of enclosures to be attached
1. Grade Card	Nil	Rs 200/-	--
2. PCMG	Rs.300/-	Rs 500/-	Photocopy of SSC or equivalent.
3. Migration Certificate	Rs.200/-	Rs 500/-	Photocopy of TC.
4. Rank Card	Rs.100/-	Rs.200/-	--
5. Conversion Certificate	Rs.300/-	---	PCMG or Grade Card of last Sem./Trim.
6. Change of Name	Rs.300/-	---	Written application, SSC or equivalent Certificate & Gazette Notification @ Rs.200/- per every belated year
Late fee for 1-6 above:			
For Duplicate Certificates: Enclose a photocopy/Net copy of Original Certificate and Affidavit as in Annexure-II.			
7. Verification of Credentials - India - Abroad	Rs.1000/- US \$ 100	---	--
8. Transcripts per copy	Rs.40/-	---	Photo copies of Certificates. Transcripts can be obtained In-person or by Speed post
9. Degree / Diploma In-Person at Convocation In-Absentia at Convocation After Convocation	Rs.800/- Rs.1200/- Rs 1700/-	Rs 2500/-	PG degree applicants: Enclose a photo copy of the lower Degree or an affidavit as in Annexure I
Late fee for 9 above:			@ Rs.500/- per every belated year

Late fee for Belated Years: Candidates have to collect their Degrees, Diplomas and other Certificates within one year from the date of Convocation for which they are eligible. Afterwards, every 12 months shall be treated as a 'belated year' and late fee has to be paid accordingly.

- **Candidates have to pay separately for each requirement (Item) and submit Challan along with the Application.**
- **For Duplicate Certificates:** Enclose a photocopy of Original Certificate and Affidavit as in **Annexure-II.** Also enclose a Police Verification Certificate for Duplicate of Original Degree.
- Original Degree/Diploma after Convocation shall be sent by Speed Post, free of charge.
- For other Certificates, pay an additional amount of Rs.75/- towards postal charges, if to be sent by Post.
- To obtain Transcripts by Speed Post, an additional amount of Rs.160/- is to be paid towards postal charges.
- Mode of Fee Payment: Fee can be remitted through online challan at any Branch of the Union Bank of India / Indian Bank (available at <http://eweb.gitam.edu/doereceipts>).
- Fee can also be paid by Demand Draft drawn in favor of "GITAM University, Visakhapatnam" on any Nationalized Bank. Write your name & Regd. No. on the reverse of the DD.