

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)  
DHANBAD – 826004 (JHARKHAND), INDIA**

**PROCEDURE FOR ISSUE OF TRANSCRIPT**

1. In order to get transcript from IIT (ISM) Dhanbad, the students are required to submit an application addressed to the Joint Registrar (Examination & Academic), Indian Institute of Technology (Indian School of Mines), Dhanbad – 826004 (INDIA) along with following documents:
    - a. Names and addresses of the Institutions in favour of which transcript(s) are required i.e. University/Institute's names. Where student provides no details of the University/Institute, transcript(s) may be issued without mentioning specific name(s) of the University/Institute.
    - b. Required number of Set(s) of **Good Quality** photo copy (both sides) of all Grade Cards, Degree Certificate in appropriate numbers (one set for each transcript)
    - c. The Charges for issuing transcripts (within India) are as under:

(i) For existing students:	Rs. 500/- per set (for less than four sets) For four and above number of transcripts, the existing list shall continue to be charged.
(ii) Within 5 years of passing:	Rs.2,000/- (for first two sets) & Rs.1000/- for each additional set + postal charges extra Rs. 100 per set of transcript (within India)
(iii) After 5 years of passing:	Rs.3,000/- (for first two sets) & Rs.1500/- for each additional set + postal charges extra Rs. 100 per set of transcript (within India)
  - d. The Transcript charges should be paid through online mode (SBI- Collect) only. Link of online payment is available on the institute website ([www.iitism.ac.in](http://www.iitism.ac.in)). The process for payment is as under:
    - Visit institute website [www.iitism.ac.in](http://www.iitism.ac.in)
    - Select: Online Payment Link under Quick Link  
<https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=272342>
    - Tick: Accept Terms and conditions
    - Click Proceed
    - Select payment category : FEE for ISSUE OF TRANSCRIPT
    - Fill up complete details and appropriate amount
    - Pay and print payment receipt.
  - e. If transcripts are required to be delivered in person, there must be valid authorisation, if other than applicant has to be delivered sealed packets of transcript(s).
  - f. Where transcripts are sent through post, the role of the institute in sending the documents is limited to booking at the post office or with the courier. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.
  - g. The application along with all required documents should be submitted at the Counter of Examination Section of the Institute.
2. The students are advised to bring their original certificates for verification purpose. The transcripts will normally be issued within 15 working days of receipt of complete application supported with documents. However, during semester examinations or other compelling circumstances, no specific time frame in issuing transcript(s) can be given.
  3. In case of any difficulty in getting transcripts, the students may contact:  
Joint Registrar (Examination & Academic) email: [exam@iitism.ac.in](mailto:exam@iitism.ac.in).



(Dr. Pramod Mathur)

Joint Registrar (Examination & Academic)