



Govt. of Assam

OFFICE OF THE PRINCIPAL,
KOKRAJHAR GOVT. COLLEGE
P.O.& T.O.: KOKRAJHAR.
Dist.: KOKRAJHAR, BTR (ASSAM)

From: Dr. Dimacha D. Mwchahary
Principal
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Phone: 03661-270245(0),
M. No. 7002751304

No. KGC/04/2023/

Date: 18-11-2023.

NOTICE

(Regarding Transcript Certificate under Bodoland University)

It is hereby notified for information to all concerned UG & PG students of Kokrajhar Govt. College under Bodoland University that those who are in need of **Transcript Certificate** may apply through offline mode as per Bodoland University Format. The following guidelines have to be followed while applying the Transcript Certificate.



1. All applications to be forwarded by the Principal / Head of the Department of the College.
2. An attested copy of Final Admit Card, University Registration No. and Grade Card of all semesters to be enclosed.
3. One passport size photograph with name & roll no. at the backside of photo.
4. In case of other examinations, an attested copy of Admit Card, University Registration No., Grade Card and Course Completion Certificate to be enclosed.
5. Certificate / Transcript will be issued to the candidates only.
6. Fees for various Certificate as shown below as per Bodoland University

a) Original Certificate:	Rs. 700 /-
b) Rank Certificate:	Rs. 300 /-
c) Provisional PG Certificate:	Rs. 300 /-
d) Provisional PG Diploma Certificate:	Rs. 300 /-
e) Provisional Degree Certificate:	Rs. 300 /-
f) Transcript:	Rs. 300 /-
g) Provisional Diploma Certificate:	Rs. 250 /-

Further, the applicants are required to submit a xerox copy of the Transcript Certificate at the college office after obtaining it from the University.

Enclosed:

1. Application for Transcript Certificate Format.


Principal
Kokrajhar Govt. College
Kokrajhar
Kokrajhar Govt. College
Kokrajhar

18-11-23



Photo

APPLICATION FOR TRANSCRIPT CERTIFICATE

To,

The Controller of Examinations
Bodoland University, Kokrajhar

Sir,

I may kindly be issued a Transcript Certificate

1. Name (in Block letters) : _____
2. Registration No. with year: _____
3. Name of Examination & Year : _____
4. Year of Passing: _____
5. Roll No. : _____
6. Name of the College/Department: _____
7. Class/ Division & Rank, if any: _____
8. Number & Date of the Instrument of payment fee: _____
9. Specialization paper (if any) : _____
10. Complete mailing Address : _____
With Mobile number, if any _____
11. CGPA :- _____

Date:

Signature of the Applicant

For College/Department Use only

The particulars submitted by the applicant, who was a student of this College/Department, have been verified. He/she passed the examination as stated above in the year _____ and qualified for the degree. The certificate/transcript may be issued to him/her.

(Signature of the Principal/Head of the Department with
Date & Seal)

** Attested Photocopies of Admit Card, Grade Card(s), and Registration No. must be enclosed with this application form. See the Rules given overleaf.*

For University Office use only

Particulars Verified & found correct. Amount for fee received. May be put up issue of Provisional Certificate/ Original Certificate.

Signature of Dealing Assistant

Date & Issue No:

Section Officer, Certificate Branch

Joint Registrar
Bodoland University

R U L E S

1. All applications must be forwarded by the Principal of the College/ Head of the Department from which the candidate passed.
2. An attested copy of Final Admit Card, University Registration No. and Grade Card of all four semester examination must be enclosed.
3. One Passport size photograph with name & Roll No. at the backside of the photo.
4. In case of other examinations, an attested copy of Admit Card, University Registration No, Grade Card and Course Completion Certificate from the Head of the Institution must be enclosed.
5. Certificate/Transcript will be issued to the candidates only.
6. Fees for various Certificate are as shown below:

a) Original Certificate.	Rs. 700/-
b) Rank Certificate:	Rs. 300/-
c) Provisional PG Certificate:	Rs. 300/-
d) Provisional PG Diploma Certificate:	Rs. 300/-
e) Provisional Degree Certificate:	Rs. 300/-
f) Provisional B.Ed. Certificate:	Rs. 300/-
g) Transcript:	Rs. 300/-
h) Provisional Diploma Certificate:	Rs. 250/-
