

## **NOTICE**

## (Transcript)

1. This is to inform all students that the charge for the first set (Two copies) of transcript and recommendation letter will be **Rs. 1,000/-,** and the charge for every additional set of transcripts will be **Rs. 250/-** only if the request for such additional transcripts is made along with the first request of transcripts and recommendations.

For example, if a request for 5 sets of transcripts is made at the same time, the total charges will be:

Rs. 1000 (first 2 copies) + 250 x 3 copies = Rs 1,750/-.

- 2. These charges are applicable for requests made within two years of completion of degree program.
- 3. After 2 years of passing the charge for the first set (Two copies) of transcript and recommendation letter will be **Rs. 1,500/-,** and the charge for every additional set of transcripts will be **Rs. 350/-** only if the request for such additional transcripts is made along with the first request of transcripts and recommendations.

For example, if a request for 5 sets of transcripts is made at the same time, the total charges will be:

Rs. 1500 (first 2 copies) +  $350 \times 3$  copies = Rs 2,550/-.

- 4. Any request for additional transcripts made later and separately than the original request will be liable for charges of **Rs. 350/-** per set provided this request is made within one year of the first request.
- 5. Recommendation letters charged Rs. 50/- per letter per original copy.

The charges will have to be paid by way of Cash or Demand Draft in favour of "THE PRINCIPAL, VPCOE BARAMATI".

Date: 10/1/2012

PRINCIPAL VPCOE Baramati

## **Application for Transcript / Recommendation Letter**Date: / /20.

To, The Principal, Vidya Pratishthan's, College of Engineering Baramati, Pune – 413133.	
Sub: Issue of Transcript / Recommendation Letters	
Sir,  I have passed the	copy / copies of the Transcript /
The relevant particulars are given below.	
Thanking you,	Yours faithfully,
	(Signature of the candidate)
Name in full :  (Beginning with surname in block letter marks of final year examination)	s which is written on the statement of
2. Passout Year: 20 - 20 Admissi	ion Taken in: FE / SE
3. Admission year First Year: Second Year: Thin	rd Year: Fourth Year
4. Department :	
5. Address for communication:	
6. e-mail address:Tel./Cell No	
For Office Use	Remark:
Application Received on: / / Fees Paid: Rs. Receipt No.: Date:	
1 cos 1 mm. Ins. — Receipt 110 — Dute.	
Transcript / RL Received on: / /	Was (155-15)
Students Signature	HOD / PRINCIPAL