



DR.B.R. AMBEDKAR SCHOOL OF ECONOMICS UNIVERSITY, BENGALURU

NO.BASEU/49/2022

05-08-2024

NOTIFICATION

Sub: Modification of Fixation of fee payable for issue of various documents /certificates and other academic records – reg.

Ref: 1. This Office Notification No.BASEU/46/2022 dated 08-07-2022.2.
2. Approval of the Hon'ble Vice-Chancellor dated 05-08-2024.

Pending ratification of the Finance Committee, it is hereby notified that the students who are in need of Certificates/Documents and other academic records are permitted to seek the said Certificates from this University.

Students who are in need of certificates/documents are required to apply in the prescribed application form (To be obtained from Examination Section/Registrar's Office) alongwith the required fee and other necessary documents.

The Prescribed fee payable are as follows:

Sl.No.	Nature of Certificate/Document	Amount (Rs.)
1	Fee for issue of attested Official Transcript (Semester Grade Cards 01-06 Semesters) for 01 Set/Per set	1,000/-
2	For issuing of Attested copy of Consolidated Marks Card (per marks card)	500/-
3	For issuing of Degree Certificates attested (per copy) – Official Transcript with Covers.	500/-

In addition to the prescribed fee the candidates shall remit Mailing Charges of Rs.500/- (Rs. Five Hundred only) towards domestic courier and Rs.3,000/- (Rs.Three Thousand only) towards International Courier (if the document has to be mailed).

..2/-

1. Copies of Transcripts/Grade Sheet issued by the University.
2. Copy of the Photo ID, Birth Certificate and Address Proof duly attested by the Gazetted Officer.
3. Fee Paid receipt with respect to the document requested.

The fee may be paid through NEFT/RTGS/IMPS/Online Transfer to:

Name: Dr.B.R. Ambedkar School of Economics University, Bengaluru
Bank : Canara Bank
Branch: Madhavanagar,Bengaluru
A/C No. : 0788132000010
IFSC : CNRB0000788

The Application along with enclosures for issue of above said Certificates/Documents may be sub mitted to the Registrar's Office. For further details contact : registrar@base.ac.in

Application along with enclosures as stated above in respect of the other documents may be submitted to the Controller of Examination's office . For further details, contact the Examination Branch.,exams@base.ac.in


REGISTRAR

To
All the Students

Copy to:

1. VC's office
2. The Finance Officer
3. Controller of Examinations i/c
4. Examination Section
5. Accounts Section
6. Guard file/spare copies



Dr. B.R. Ambedkar School of Economics University, Bengaluru

APPLICATION FORM

Application for the issue of: (Please mention the document required)	For Office Use only C.oE:																																													
1.Name(IN BLOCK LETTERS) (As Registered for University Exams)																																														
2.Residential/Postal Address																																													
3.Name of the Course	a) B.Sc (Honours) in Economics b) 5-years Integrated M.Sc in Economics c) 2-year M.Sc in Economics d) 2-year M.sc in Financial Economics																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sl. No.</th> <th style="width: 20%;">Register Number</th> <th style="width: 20%;">Semester/Year</th> <th style="width: 20%;">Month & Year Exam</th> <th style="width: 30%;">Documents Required</th> </tr> </thead> <tbody> <tr><td>01</td><td></td><td></td><td></td><td></td></tr> <tr><td>02</td><td></td><td></td><td></td><td></td></tr> <tr><td>03</td><td></td><td></td><td></td><td></td></tr> <tr><td>04</td><td></td><td></td><td></td><td></td></tr> <tr><td>05</td><td></td><td></td><td></td><td></td></tr> <tr><td>06</td><td></td><td></td><td></td><td></td></tr> <tr><td>07</td><td></td><td></td><td></td><td></td></tr> <tr><td>08</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sl. No.	Register Number	Semester/Year	Month & Year Exam	Documents Required	01					02					03					04					05					06					07					08					
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4.Reason(s)for application for the above document(s)																																														
5. Details of Fee paid: Amount.....(Rupees..... only) Transaction ID..... Payment Date..... Receipt No.																																														
6.Any other information																																														

I hereby declare that the information furnished above are true and correct to best of my belief.

Place: _____
Date: _____ Signature of the Applicant

CERTIFICATE

- 1.Certified that the information furnished above are correct as per the records of the College.
- 2.Certified that the candidate had not rejected his/her results of any year/semester and not involved in any examination Mal-practice. Recommended for the issue of the document(s) applied.

Place: _____ **Controller of Examinations**
Date: _____

Note: Both sides of papers should be used for all documents submitted to the University/College