

Guidelines/Instructions for obtaining Transcripts from the Institute

- Download the transcript file corresponding to your course (for e.g. 2003 or 2008) onto your computer
- Do not make any changes/modifications in the file except filling up the marks obtained by you in the respective year's examination
- **In any case do not change "Page Layout (especially page margins)"** as it is set as per official (MIT) letter-head margins, to avoid inconvenience to you.
- In the tables, mention the year during which you have attended that particular semester
For e.g. First Year : Semester 1 (July – December 2010)
First Year : Semester 2 (Jan – June 2011)
- Mention the month and year of passing for that particular semester in place of "*here mention Passing Month/Year*"
Example –
 - You have attended Semester 1 during July-December 2010 and you have cleared all the subjects of that semester in examination held during December 2010 for which result is declared in January 2011. In this case, mention "*January 2011*" in place of "*here mention Passing Month/Year*".
 - Now, if you clear that semester during the examination held in May 2011 for which result is declared in August 2011. In such case, then mention "*August 2011*" in place of "*here mention Passing Month/Year*".
- In case of Final year, mention the Subject Name (you have selected as "Elective" during respective semester) in the bracket.
- Once you fill-up all the marks, take print-outs of all the pages on plain blank papers.
- Save the data file either on you Pen-drive (USB key) or on CD/DVD or on e-mail account.
- Take photocopies of all the relevant mark-sheets and get these attested.
- When you visit student's section, bring print-outs of transcripts (taken on plain blank papers) alongwith attested photocopies and the original mark-sheets.
- The person in-charge in student's section will verify the print-outs with original mark-sheets.
- On verification, he/she will sign on the print-outs. Then, attach the attested photocopies to these print-outs.
- Purchase MIT letter-heads and envelopes, as per your requirement (1 set of transcript needs 6 letter heads), from MIT office.
- Only after the verification signature is obtained, take the final print-outs on MIT letter-heads.
- Take these final print-outs (letter-head copies) alongwith verified print-outs to **The Principal** for the signature and for the official seal/stamp.