

DATTA MEGHE COLLEGE OF ENGINEERING, AIROLI

PROCEDURE FOR ACQUIRING TRANSCRIPTS

1. FILLING UP THE TRANSCRIPT APPLICATION FORM
2. ORIGINAL PASSED MARK-SHEETS OF ALL SEMESTER FOR VERIFICATION
3. ONE SET OF PHOTOCOPY OF ALL SEMESTER PASSED MARK-SHEETS (BACK TO BACK)
4. TRANSCRIPT FEES Rs. 1250/- FOR FIVE SETS
5. DEMAND DRAFT IN FAVOUR "DATTA MEGHE COLLEGE OF ENGINEERING, AIROLI"

Date:

To

The Principal
Datta Meghe College of Engg,
Airoli

R/Sir,

I, Mr / Ms _____ was / is studying in

Datta Meghe College of Engg, in branch _____

requires Official Transcripts for the purpose of _____.

I am submitting herewith my details:

NAME(Full Name) : _____

RESIDENTIAL ADDRESS : _____

MOBILE NO. : _____

E-mail ID : _____

APPLYING which (University): _____

PERIOD OF STUDY : FROM _____ TO _____ (Month & Year)
(IN DMCE)

SIGN. OF THE APPLICANT
WITH DATE

To,
Accounts Section:

Please accept Rs. _____ for _____ of Transcript/s.

Exam section

- Requirements:
1. Original Mark-sheets for verification
 2. Back to back photocopy of each semester mark-sheet (A4 size)
 3. DD in favor of "Datta Meghe College Of Engineering, Airoli"
 4. Transcript charges Rs. 1250/- for five sets.