

# NIPER-KOLKATA

(Records Unit)

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## **Issue of Original Degree Certificate**

*In absentia* students may collect their Degree certificates by paying the prescribed fee and submitting the NO-DUES certificate.

### **A. FEE:**

Student has to pay an amount of Rs.1000/- towards issue of original Degree certificate in absentia.

### **B. POSTAL CHARGES:**

If the student is unable to collect the Degree certificate in person from the Office, Institute can post the same at his/ her requested address (only within India) on payment of additional Rs. 200/- being the postal charges.

### **C. PAYMENT OF CHARGES:**

Payment, in total, may be made through Bank Draft drawn in favour of "NIPER-KOLKATA" payable at "KOLKATA"

### **D. MAILING ADDRESS:**

You may post your application along with Demand draft and other documents at the following address:

**Registrar**

**NIPER-Kolkata**

**4, Raja S. C. Mullick Road, Jadavpur, Kolkata-700032**

**Email: pr.niperk@gmail.com**

### **E. PROCESSING:**

Upon receiving the Bank Draft/Demand Draft from any Scheduled Bank, postal address (at which the degree is to be posted which should be within India), and other relevant documents, if any, the request will be forwarded to the concerned unit for further processing. May kindly note that it takes approximately 07 (seven) working days from the day of receiving the above documents to process an application (this excludes postal time).

# NIPER-KOLKATA

## APPLICATION FOR ISSUE OF DEGREE CERTIFICATE

(For those passed out Students who could not collect the Degree from the Convocation)

<b>Name of the Examination Passed</b>	M.S. (Pharm.)/Ph.D.	
<b>Branch</b>	MC / NP / PI	
<b>Year of Passing</b>		
<b>Year of Admission</b>		
<b>Registration Number</b> (allotted during the admission at NIPER-Kolkata)		
<b>Whether all the Dues with the Institute is Cleared</b>	Yes / No	
<b>Application Fee Details</b> (only through DD from scheduled bank) Application fee: Rs.1,000/- Additional Postage Charges:Rs.200/-** (Within India)  ** Postage Charges are not applicable, if collected from the NIPER-Kolkata's Office.	Amount	Rs.....
	Demand Draft No	
	Date of Issue	
	Bank Name	
<b>Name of the Student (in Capital letters)</b>		
<b>Date of Birth</b>		
<b>Father's Name</b>		
<b>Address for sending the Degree Certificate (within India)</b>	..... ..... ..... .....  PIN.....	
<b>Mobile/Telephone</b>		
<b>E-mail id (in Capital letters)</b>		
<b>Full Signature of the applicant .....</b>		
<b><u>For Office use only</u></b>		