

JAYPEE UNIVERSITY OF ENGINEERING & TECHNOLOGY

A.B. Road, Raghogarh, Guna (M.P.)

PROCEDURE FOR OBTAINING TRANSCRIPTS

1. Student can place a request for transcript by writing email to the Registrar at sks.negji@juet.ac.in specifying the reason for which the same is required. These are issued only for seeking admission in foreign universities.
2. Student requesting for transcripts must provide the following details:
 - a) Name of the Student
 - b) Enrolment No.
 - c) CGPA of final semester
 - d) Year of Graduation
 - e) Programme of study
 - f) Department of study
 - g) No. of Transcripts required
3. Student has to pay following charges for obtaining transcripts:
 - a) Transcript charge - 100/- per no.
 - b) Envelope charge – 4/- per no.
 - c) Postage – 100/- for 10 transcripts and 200/- for above up to 20 transcripts.

4. Payment of charges:

Payment, in total, may be made through Bank Draft drawn in favor of “JAYPEE UNIVERSITY OF ENGINEERING & TECHNOLOGY” payable at “Guna”.

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

Name : Jaypee University of Engineering & Technology
Bank Name : Oriental Bank of Commerce
Address : Hat Road, Guna, M.P.
A/c No : 06101011001247
IFSC Code : ORBC 0100610

If you pay/deposit the amount through net banking, you have to mail the reference no. or transaction detail of the transaction at vikas.shukla@juet.ac.in.

You may also post your application along with Demand draft at the following address:

Registrar
Jaypee University of Engineering & Technology
A.B.Road, P.B. No. 1, Raghogarh
Distt. Guna (M.P.)
Pin – 473226
Ph. +91-7544-267051, 267310-314



REGISTRAR