



Ref. No.: IITMandi/Academics/Document_Charges/2025/6350-6355

Date: 18-07-2025

NOTIFICATION

CHARGES TO OBTAIN DOCUMENTS FROM THE ACADEMIC OFFICE

On the approval of the Competent Authority to the recommendations of the Committee in its meeting held on 03rd April, 2025, the following charges are to be levied for obtaining various certificates and documents from the Academic Section of the Institute:

Before completion of Degree requirements		
Sr. No.	Particulars	Charges
1	Course registration charges for Project Staff/ Institute Employees/Visiting students	₹ 5,000/- per course
2	Vacation Course Fee	₹ 1,000/- per credit for all students.
3	Supplementary exams	₹ 1,000/- per course
4	Refund Fee/Charges on withdrawal from Master's/PG & Research Programmes	
	If the withdrawal is requested on or before the date of Registration	The whole amount of fees may be refunded after deducting the processing fee of ₹10,000/- or the fee actually paid, whichever is lower.
	If the withdrawal is requested after the date of Registration	Only Caution/Security/ Refundable deposits may be refunded (after adjusting the dues, if any).
5	Refund Policy for Fees in respect of Undergraduate Students	
	If a candidate is allocated seat by JoSAA but does not join the Programme/Institute.	No Refund
	If the candidate joins the programme after paying the remaining fee and leaves the Institute on or before the date of registration, and applies for a refund. Or if the candidate is allocated a seat in the last round of JoSAA and pays the fee (including the seat acceptance fee) directly at the Institute and withdraws on or before the date of registration, and applies for a refund.	The whole amount of fees deposited by the candidate at the Institute will be refunded (other than JoSAA seat acceptance fee) after deducting ₹10,000/- as processing charges.
	If the candidate leaves the Institute after the date of registration and applies for a refund.	Only Caution/Security deposits will be refunded (after adjusting dues, if any).
6	Duplicate/Additional Grade Card	₹ 1,000/- (per copy)
7	Transcript	₹ 500/- (per copy)
8	Verification of JEE rank, Grade Card, Membership of any Institute body, etc. <i>(for each individual certificate)</i>	₹ 1,000/-
9	Bonafide certificate/NOC for any purpose	₹ 200/- (per copy)
10	Certificate of medium of instruction in English	Free if downloaded from the website. ₹ 200/- (per personalized copy).

11	CGPA to Percentage Conversion Certificate	Free if downloaded from the website. ₹ 200/- (per personalized copy).
12	Migration Certificate	₹ 1,000/-
13	Certificate of fee structure	Free if downloaded from the website. ₹ 200/- (per personalized copy).
14	Any other certificate not mentioned above which needs personalized information and which is to be officially issued	200/- (per copy)

Processing, Handling, Shipping and other charges (Shipped only by India Post)

1	Handling and Shipping charges levied for sending documents within India.	₹ 500/-
2	Handling and Shipping charges levied for sending documents outside India.	₹ 2,000/-
3	Additional charges to be levied for sending documents via electronic mail/ collecting documents in person, or through a representative.#	Free
4	Additional charges to be levied for sending documents to anyone outside the Institute via electronic mail.*	₹ 200/-

The institute will not be responsible for retaining the physical copy in case documents are sent via email.

***For sending the documents via post, handling & shipping charges shall be applicable as in points 1 & 2 above.**

Disclaimer:- IIT Mandi encourages students to collect their final documents in person or through any representative. But in case of speed post, the institute will not be responsible for any damage, theft or loss to the documents.

Document retention charges after convocation:- Up to one year from convocation, there will be no charge. Thereafter, late collection charges shall be levied @ ₹ 1000/- per year for each document.

After completion of the Degree requirements		
S.No.	Particulars	Charges
1	Provisional Certificate*	Free
2	Duplicate Provisional Certificate	₹ 1000/-
3	Degree Certificate - In Person	Free
4	Degree Certificate - In Absentia	Free
5	Transcript (One complimentary copy will be issued to the graduating students)*	Free
6	Duplicate or additional Transcript	₹ 1000/- (Per copy)
7	Duplicate or additional Grade Card	₹ 1000/-(Per copy)
8	Verification of Degree Certificate, Transcript, Grade Card, JEE rank, Membership of any Institute body, etc. (<i>for each individual certificate</i>)	₹ 1000/-
9	Certified Copy of the Degree Certificate	₹ 1000/- (per copy)
10	Duplicate Degree Certificate (In case of loss/change of credentials/change of name, etc.)	₹ 5,000/- (per copy)

*** Processing, Handling and Shipping charges levied for sending documents within India are NIL**

Processing, Handling, Shipping and other charges (Shipped only by India Post)

1	Handling and Shipping charges levied for sending documents within India.	₹ 500/-
2	Handling and Shipping charges levied for sending documents outside India.	₹ 2,000/-
3	Additional charges to be levied for sending documents via electronic mail/ collecting documents in person or through a representative.#	Free
4	Additional charges to be levied for sending documents to anyone outside the Institute via electronic mail.##	₹ 200/-
5	Charges to be levied for the dispatch of the Degree certificate with a folder (these charges are in addition to handling and shipping charges as in points 1 & 2)	₹ 1,000

The institute will not be responsible for retaining the physical copy in case documents are sent via email.

*For sending the documents via post, handling & shipping charges shall be applicable as in points 1 & 2 above.

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The above charges shall be applicable w.e.f. 01.08.2025.

-S/d-
Assistant Registrar
(Academics)

To:
The Director, for Information
Dean (Finance & Accounts)
Dean (Student Affairs)
Finance & Accounts Office
All Students (via e-mail)/Notice Board
Institute Website

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