






















Indian Institute of Information Technology Allahabad

Office of the Joint Registrar (Academics)

Charter of Services Offered by AAA Section

Date of Issuance: 25.10.2022

Date till this Charter remains Effective: Until Revised

Sl. No.	Academic Instrument (AI) Issuable	Request Mechanism	Period	Per Document Service Charges Payable in INR (GST Incl.)	Applicable Postal Charges (in case desired to be sent by Post)																					
(1)	(2)	(3)	(4)	(5)	(6)																					
1.	Transcript	Application in the format as available on AAA Section Web Portal, to be sent, either in Hard Copy or by Email to the Respective Official as follows:	Three Working Days	100/- Each	<p>Within India:</p> <p>By Speed Post: Rs 250/- per Envelope</p> <p>By Courier: Rs 750/- per Envelope</p> <p>Abroad:</p> <p>By Air Mail: Rs 300/- per Envelope</p> <p>By Speed Post: Rs 1500/- per Envelope</p> <p>By Courier: Rs 3000/- Per Envelope</p>																					
2.	Bonafide Certificate / Character Certificate	<table border="1"> <thead> <tr> <th>Pertaining Program / Branch</th> <th>Designated Case Officials</th> <th>Name, Email Id / Phone Number (STD Code - 0532)</th> </tr> </thead> <tbody> <tr> <td>B.Tech. (IT) / AAA Email, NAD, NIRF, AISHE</td> <td></td> <td>Ms. Gayatri Kashniyal gayatri@iiita.ac.in/ 2922085</td> </tr> <tr> <td>B.Tech. (IT) (All Past & Present Batches) & AAA Section Portal Management</td> <td></td> <td>Mr. Anoop Kr. Verma pro.anoopv@iiita.ac.in 2922286</td> </tr> <tr> <td>B.Tech. (ECE), M.Tech. (ECE), (All Past & Present Batches) SII & EII</td> <td></td> <td>Mr. Ramesh Rai ramesh@iiita.ac.in 2922033</td> </tr> <tr> <td>B.Tech. (IT-BIn) (All Past & Present Batches) + M.Tech. BI & DSA (All Batches)</td> <td></td> <td>Mr. Santosh Kumar Mishra smishra@iiita.ac.in 2922801</td> </tr> <tr> <td>M.Tech.(IT), MBA and B.Tech.- M.Tech. / MBA Dual Degrees (All Past & Present Batches)</td> <td></td> <td>Mr. Mohd. Saleem Ansari saleem@iiita.ac.in 2922030</td> </tr> <tr> <td>Grade Cards, Transcript, Duplicate Academic Instruments, Other Certificates</td> <td></td> <td>Mrs. Prabha Verma prabha@iiita.ac.in 2922282</td> </tr> </tbody> </table>	Pertaining Program / Branch	Designated Case Officials		Name, Email Id / Phone Number (STD Code - 0532)	B.Tech. (IT) / AAA Email, NAD, NIRF, AISHE		Ms. Gayatri Kashniyal gayatri@iiita.ac.in/ 2922085	B.Tech. (IT) (All Past & Present Batches) & AAA Section Portal Management		Mr. Anoop Kr. Verma pro.anoopv@iiita.ac.in 2922286	B.Tech. (ECE), M.Tech. (ECE), (All Past & Present Batches) SII & EII		Mr. Ramesh Rai ramesh@iiita.ac.in 2922033	B.Tech. (IT-BIn) (All Past & Present Batches) + M.Tech. BI & DSA (All Batches)		Mr. Santosh Kumar Mishra smishra@iiita.ac.in 2922801	M.Tech.(IT), MBA and B.Tech.- M.Tech. / MBA Dual Degrees (All Past & Present Batches)		Mr. Mohd. Saleem Ansari saleem@iiita.ac.in 2922030	Grade Cards, Transcript, Duplicate Academic Instruments, Other Certificates		Mrs. Prabha Verma prabha@iiita.ac.in 2922282	Two Working Days	50/- Each
Pertaining Program / Branch	Designated Case Officials	Name, Email Id / Phone Number (STD Code - 0532)																								
B.Tech. (IT) / AAA Email, NAD, NIRF, AISHE		Ms. Gayatri Kashniyal gayatri@iiita.ac.in/ 2922085																								
B.Tech. (IT) (All Past & Present Batches) & AAA Section Portal Management		Mr. Anoop Kr. Verma pro.anoopv@iiita.ac.in 2922286																								
B.Tech. (ECE), M.Tech. (ECE), (All Past & Present Batches) SII & EII		Mr. Ramesh Rai ramesh@iiita.ac.in 2922033																								
B.Tech. (IT-BIn) (All Past & Present Batches) + M.Tech. BI & DSA (All Batches)		Mr. Santosh Kumar Mishra smishra@iiita.ac.in 2922801																								
M.Tech.(IT), MBA and B.Tech.- M.Tech. / MBA Dual Degrees (All Past & Present Batches)		Mr. Mohd. Saleem Ansari saleem@iiita.ac.in 2922030																								
Grade Cards, Transcript, Duplicate Academic Instruments, Other Certificates		Mrs. Prabha Verma prabha@iiita.ac.in 2922282																								
3.	Migration Certificate		Two Working Days	50/- Each																						
4.	DUPLICATE Migration / Transfer Certificate		As per provisions of IADAI 2019	200/- Each																						
5.	Grade Cards / Sheet(s)		Within Five Days of Final Results Declaration of the Batch	Included in Semesterly Fees																						
6.	DUPLICATE Grade Card(s) / Sheet(s)		As per provisions of IADAI 2019	1000/- per CARD / Sheet Each Further Copies as per IADAI 2019 Policy																						
7.	Course Completion Cum Provisional Certificate (CCPC)		Two Working Days	50/-																						
8.	DUPLICATE Course Completion Cum Provisional Certificate		As per provisions of IADAI 2019	100/-																						
9.	Medium of Instruction Certificate (MIC)		Two Working Days	50/-																						
10.	Educational Qualification(s) / Record(s) Verification (EQRV)	<p>Ideally, By Email to the respective Official above, alongwith submission of Proof of having paid the Prescribed Fees.</p> <p><i>In case of non-fulfillment of request, THEN ONLY to Assistant Registrar below:</i></p> <div style="text-align: center;">  Mr. Vivek Nagar Assistant Registrar (A&R) (ar.ar@iiita.ac.in) <i>(Group emailing is strongly discouraged)</i> </div>	Three working days	1500/- (For Alumni & Organizations registered in India) Not payable by Govt. of India Security / Law Enforcement Agencies) 50 US \$ (For all Individuals / Organizations / Agencies who are not Alumni of the Institute or are Registered Outside India)																						
11.	DUPLICATE Degree Certificate		As per provisions of IADAI 2019	3500/- Each Further Copies as per IADAI 2019 Policy																						
12.	DUPLICATE Id Card Issuance	Supporting Documents Required: a) Request in the Format as available on AAA portal, alongwith Specific Id Card Form.	Three working days	750/-																						
13.	DUPLICATE Id Card Issuance (Express)	b) Copy of FIR, from the place of loss. c) Prescribed Fees Payment Receipt	Three Hours	1500/-																						
14.	Certificate / Documents Attestation (Per Attestation Signature) (CDA)	Supporting Document(s) Required: a) Request in the Format as available on AAA portal. b) Original alongwith the Photocopy of the Document / AI to be attested	One Working Day	50/-																						
		In case, Attestation of any Document / AI is desired after the same being Photocopied from the Records of the Institute	Two Working Days	100/-																						
15.	Interim Document	As per provisions of IADAI 2019	As per provisions of IADAI 2019	2000/-																						

For Further details kindly visit the AAA Section Portal - <https://aaa.iiita.ac.in/>

Dr. Asheesh Kumar
(Joint Registrar)

Prof. Manish Goswami
Dean (Academic & Research)

Prof. Mukul Sharad Sutaone
(Director)