



## MAHARAJA BIR BIKRAM UNIVERSITY

P.O.: Agartala College- 799 004

Dial :( 0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

No.F.16(84)/MBBU/COE/Transcript/2024/626-40

June 03, 2024

### NOTIFICATION

This is to inform all concerned that the fee structure for Transcript Certificate for the students MBB University and affiliated colleges under MBB University has been appended below:

1.	Fee for Transcript Certificate ( Course duration up to 3 years)	Rs. 800/-
2.	Fee for Transcript Certificate ( Course duration beyond 3 years)	Rs. 1000/-

\*\*The payment of the fee for verification of Degree Certificate is to be made through Demand Draft from any Nationalized Bank in favour of "DDO, MBB University" or in cash with the Accounts Section, MBB University.

#### LIST OF DOCUMENT REQUIRED:

##### • FOR VERIFICATION:

1. Formal request letter in prescribed format will be entertained from the concerned candidate or any person authorized by the candidate only.
2. Photocopy of the mark sheets of the respective course should be attached with self-attestation by the candidate. Application must be submitted to the Examination Branch of MBB University.
3. The Roll No. and Registration Number of the concerned candidate at the concerned examinations should be clearly stated on each copy/copies.

*This is issued with the approval of the Vice-Chancellor, MBB University.*

( Dr. Sumanta Chakrabarti )  
Registrar

#### Copy to:

1. The P.A. to the Vice Chancellor, MBB University, Agartala.
2. The Controller of Examinations, MBB University, Agartala.
3. The D.D.O., MBB University, Agartala
4. The Director ( In-Charge), College Development Council, MBB University, Agartala.
5. The HOD/ In-charge, Department of English, Mathematics, Political Science, History and Library and Information Science, MBB University.
6. The Principal, MBB College, Agartala.
7. The Principal, BBM College, Agartala.
8. The Principal, TGL College, Agartala.
9. The Coordinator, IMD Courses, MBB University, Agartala.
10. The Coordinator, Diploma Courses, MBB University, Agartala.
11. The Asst. Registrar, MBB University with a request to upload the Notification in MBBU website.



# MAHARAJA BIR BIKRAM UNIVERSITY

Agartala, Tripura, Pin-7990004

## APPLICATION FORM FOR TRANSCRIPT CERTIFICATE

### Through the Principal/ Head of the Department

1. Name (**in BLOCK letters**): .....
2. Registration No : ..... of ..... Roll No: .....
3. Examination Passed/ Appeared: ..... in the year: .....
4. Name of the College/Institute: ..... Total Semester: .....
5. Securing Division/ Class/ Grade: ..... Subject (**if applicable**): .....
6. Purpose of seeking the document: .....
7. Email: ..... Phone No.: .....
8. Address: .....

### Payment Information

Fees of Rs. .... (Rupees .....)  
only submitted through

a) Draft No..... Date..... Bank ..... Branch.....

### DECLARATION OF THE CANDIDATE

I do hereby declare that, (**strike out the one, which is not applicable below**)

1. An authorized person shall collect the document(s) on my behalf. His/ her full signature is hereby attested below by me.

Full Signature of Authorized Person : .....

Name of Authorized Person (**in BLOCK letters**) : .....

Contact no. of Authorized Person: .....

Yours faithfully

Dated, the .....

Signature of the Student

Forwarded to the Controller of Examinations for necessary action.

The above statement is true.

**Signature of the Principal  
Department, MBBU & Seal**

### Instruction for the candidate:

1. Formal request letter in prescribed format will be entertained from the concerned candidate or any person authorized by the candidate only.
2. Photocopy of the mark sheets of the respective course should be attached with self attestation by the candidate. Application must be submitted to the Examination Branch of MBB University.
3. The Roll No. and Registration Number of the concerned candidate at the concerned examinations should be clearly stated on each copy/copies.