

PANIMALAR ENGINEERING COLLEGE
(An Autonomous Institution, Affiliated to Anna University)

PROCEDURE FOR OBTAINING TRANSCRIPTS

1. Candidates shall apply for the issue of Transcripts only in prescribed Application form available free of cost at the Office of the Controller of Examinations, Panimalar Engineering College, Chennai.
2. The Candidates should bring the original documents of the following in a suitable envelope while receiving the application and One set of photocopies of all the Certificates will be retained by the Office of the Controller of Examinations:
 - i. Photocopy of (both front and backside) Degree Certificate / Provisional Certificate (in case of student not awarded the degree)
 - ii. Consolidated Statement of Marks/Grades (if the programme is completed and passed)
 - iii. Statement of Marks/Grades (All the completed Semesters)
 - iv. One Passport Size Photo
 - v. Aadhar Card
 - vi. One Proof of Date of Birth (SSLC/HSC)
 - vii. Fee for issue of transcript, **[Rs. 1000/- Rupees One Thousand Only]** per set as Demand Draft in favour of “**Controller of Examinations, Panimalar Engineering College**” payable at Chennai. The fee includes the issue of One set of Transcript in A3 size sealed Envelope.
 - viii. Photocopy of Demand Draft - (2 Copies).
3. E-Transcript will be provided, only if the University / institution demands, and the proof of which is submitted.
4. The Candidate should submit the duly filled in application form along with the photo copies of the documents in Person.
5. The Person who is submitting the Application form for Transcripts should come and collect the Transcripts, if not able to come and collect the Transcripts, an Authorized Person (Along with the Authorization Letter to collect the Transcript along with a photocopy of the Government authorized Proof of Identity of Person collecting Transcripts) can collect the Transcript at the Office of the Controller of Examinations.
6. The Candidate should have identified the Universities/Institutions for which the Transcripts are required. The names and addresses of the Universities/Institutions should be written on the official envelope for transcripts which will be supplied at the time of submitting the Application form.
7. The Candidate will be issued the required number of Transcripts with marks/grades of all the completed semesters printed on a single sheet duly signed by the Principal.
8. The student can collect the Transcripts and the envelopes after acknowledging the receipt in the Transcript Application form.
9. Candidates are instructed to come in formal dress code.