

To,
The Principal
Konkan Gyanpeeth College of Engg.,
Vengaon Road, Dahivali
Karjat-Raigad

Full Name : _____
Phone No (Residential) _____
Mobile No : _____
Email Address : _____
Date : _____

Subject : Requirement of Transcript

Respected Sir,

I Mr/Ms _____ was a bonafide student of the college from the academic year _____ to _____ in _____ Branch.

I have passed my B.E. final year examination in with class.

My academic details are as follows.(No. of Copies required : _____)

Class	Admission Year	Sem	Seat No	Month & Year of passing	Total Marks	Division	%
F.E.		Sem - I					
		Sem-II					
S.E./ Diploma		Sem -III					
		Sem-IV					
T.E.		Sem - V					
		Sem-VI					
B.E.		Sem-VII					
		Sem-VIII					
*Sign. & Date of Concern office Staff ->		<- Verify the admission year before submitting the form from the office .					

Note : Attach all Xerox Copies of Marksheets.

Date : _____

Sign of the Candidate

Transcript will be issued within 7 working days from the date of submission of the application. Incomplete application will not be accepted.

For office Use only			
Receipt No :	Date -	Amount	Sign.