


































Indian Institute of Information Technology Allahabad

Office of the Joint Registrar (Academics, Assessment, Award)

Charter of Services Offered by AAA Section

Date of Issuance: 3.06.2026

Date till this Charter remains Effective: Until Revised

Sl. No.	Academic Instrument (AI) Issuable	Request Mechanism	Respective AAA Officials (looking after various Academic Works / Branches)	Period (After payment settlement)	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)	(7)																											
1.	Transcript	Apply through ERP Portal "Student Dashboard" for requisite documents ONLY, alongwith submission of Proof of having paid the Prescribed Fees. Application for ID Card Issuance in the format as available on AAA Section Web Portal →	<table border="1"> <thead> <tr> <th>Pertaining Program / Branch</th> <th>Designated Case Officials</th> <th>Contact details (Prefix - 0532)</th> </tr> </thead> <tbody> <tr> <td>Academic Life Cycle maintenance of B. Tech (IT) Degree Students (2024, 2025 Batch) Dual Degree B.Tech (IT) – MTech (IT) Program Sectional Dak Handling, Unified Record keeping of Files & Exam Copies, Approvals etc.</td> <td></td> <td>Mr. Jay Singh jaisingh@iita.ac.in 2922400</td> </tr> <tr> <td>Academic Life Cycle maintenance of B.Tech (IT) Degree Students (2022, 2023 & 2026 Batch + Older) Issuance of ID CARDS AAA Section Portal Management and Senate Agenda & Minutes filing etc.</td> <td></td> <td>Mr. Anoop Kr. 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2.	Bonafide Certificate / Character Certificate	Two Working Days	100/- Each																														
3.	No Objection Certificate (in place of Migration Certificate)	Two Working Days	100/- Each																														
4.	Miscellaneous Certificate	Two Working Days	300/- 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 IDAI 2019	1500/- per CARD / Sheet Each Further Copies as per IDAI 2019 Policy																														
7.	Course Completion Cum Provisional Certificate (CCPC)	Two Working Days	100/-																														
8.	DUPLICATE Course Completion Cum Provisional Certificate	As per provisions of IDAI 2019	150/-																														
9.	Medium of Instruction Certificate (MIC)	Two Working Days	100/-																														
10.	Educational Qualification(s) / Record(s) Verification (EQRV)	By Email to the respective Official (as in Column 4), alongwith submission of Proof of having paid the Prescribed Fees.	<table border="1"> <tbody> <tr> <td>Active and Past Academic Life Cycle Maintenance of MBA, M.Tech. (BME) & MBA-Ph.D., Dual Degree B.Tech (IT-Bin)-MBA Program (MBA Part) & Ph.D. (MS) Issuance of Transcripts & Assistance in NIRF and AISHE Data etc., portals & their management</td> <td></td> <td>Mr. Shyam Lal Gupta pro.slgupta@iita.ac.in 2922282</td> </tr> <tr> <td>Issuance of Duplicate Academic Instruments, Bonafide, Migration, Character, Misc. Certificates – for all Programs, Exam Hospitality etc. General Assistance in Marks / Grades checking</td> <td></td> <td>Mr. Krishna Swarup Aeron ksaeron@iita.ac.in 2922447</td> </tr> </tbody> </table>	Active and Past Academic Life Cycle Maintenance of MBA, M.Tech. (BME) & MBA-Ph.D., Dual Degree B.Tech (IT-Bin)-MBA Program (MBA Part) & Ph.D. (MS) Issuance of Transcripts & Assistance in NIRF and AISHE Data etc., portals & their management		Mr. Shyam Lal Gupta pro.slgupta@iita.ac.in 2922282	Issuance of Duplicate Academic Instruments, Bonafide, Migration, Character, Misc. Certificates – for all Programs, Exam Hospitality etc. General Assistance in Marks / Grades checking		Mr. Krishna Swarup Aeron ksaeron@iita.ac.in 2922447	Three working days	2500/- (For Alumni & Organizations registered in India) Not payable by Govt. of India Security / Law Enforcement Agencies) 75 US \$ (For all Individuals / Organizations / Agencies who are not Alumni of the Institute or are Registered Outside India)																						
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11.	DUPLICATE Degree Certificate	As per provisions of IDAI 2019	As per provisions of IDAI 2019	5000/- Each Further Copies as per IDAI 2019 Policy																													
12.	DUPLICATE Id Card Issuance	Supporting Documents Required: Request in the Format as available on AAA portal, alongwith Specific Id Card Form.	Three working days	1000/-																													
13.	DUPLICATE Id Card Issuance (Express)	Copy of FIR, from the place of loss. Prescribed Fees Payment Receipt	Three Hours	2000/-																													
14.	Certificate / Documents Attestation (Per Attestation Signature) (CDA)	Supporting Document(s) Required: Request in the Format as available on AAA portal. Original alongwith the Photocopy of the Document / AI to be attested In case, Attestation of any Document / AI is desired after the same being Photocopied from the Records of the Institute	In case of non-fulfillment of request, THEN ONLY to Assistant Registrar below: 	One Working Day	100/-																												
15.	Interim Document	As per provisions of IDAI 2019	As per provisions of IDAI 2019	3000/- (First Duplicate issuance) *																													

IDAI - (Issuance of Duplicate Academic Instruments Policy)

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

Dr. Asheesh Kumar
(Joint Registrar)

Prof. Pavan Chakraborty
Dean (Academic Affairs)

Prof. Mukul Sharad Sutaone
(Director)