

Sl. No.	Academic Instrument (AI) Issuable	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)
1.	Transcript	Three Working Days	150/- 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	Two Working Days	100/- Each	
3.	Migration Certificate	Two Working Days	100/- 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	1500/- per CARD / Sheet Each Further Copies as per IADAI 2019 Policy	
7.	Course Completion Cum Provisional Certificate (CCPC)	Two Working Days	100/-	
8.	DUPLICATE Course Completion Cum Provisional Certificate	As per provisions of IADAI 2019	150/-	
9.	Medium of Instruction Certificate (MIC)	Two Working Days	100/-	
10.	Educational Qualification(s) / Record(s) Verification (EQRV)	Three working days <i>(Verifiers from Background Check Companies / Employers / Govt. Security / Law Enforcement Agencies of Govt etc.)</i>	2500/- <i>(For Alumni & Organizations registered in India)</i> <i>Not payable by Govt. of India Security / Law Enforcement Agencies)</i> 75 US \$ <i>(For all Individuals / Organizations / Agencies who are not Alumni of the Institute or are Registered Outside India)</i>	
11.	DUPLICATE Degree Certificate	As per provisions of IADAI 2019	5000/- Each Further Copies as per IADAI 2019 Policy	
12.	DUPLICATE Id Card Issuance	Three working days	1000/-	
13.	DUPLICATE Id Card Issuance (Express)	Three Hours	2000/-	
14.	Certificate / Documents Attestation (Per Attestation Signature) (CDA)	One Working Day	100/-	
		Two Working Days	200/- Photocopied from the Records of the Institute	
15.	Interim Document	As per provisions of IADAI 2019	3000/-	