



Gokaraju Rangaraju Institute of Engineering and Technology
(Autonomous)

Procedure for issue of Transcripts

- The transcripts for Marks Memos of B.Tech. examinations(2011 batch onwards) will be issued by printing on security paper.
- One set of the above documents or part of the set of the above documents will be issued along with sealed envelope (with the signature of Controller of Examinations on the seal). For each set of the above documents *only one envelope* will be given.
- Student has to submit duly filled in the prescribed application (Form No.: 230) for issue of transcripts along with Xerox copies of SSC and all the required Marks Memos.
- Student has to pay a fee of Rs.100/- for each transcript in the Exam Branch Counter.
- Student can submit the application form from Monday to Thursday only and the transcripts sealed in one envelope will be submitted to the student on next Monday.

