

**MALNAD COLLEGE OF ENGINEERING, HASSAN**  
**OFFICE OF CONTROLLER OF EXAMINATIONS**

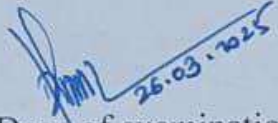
**Circular**

26.03.2025

**Sub.: Service Charges**

It has been observed that few students are reluctant to collect their grade cards, degree certificates, etc., within one year from the date of completion of a semester or programme. Moreover, they are unaware about the service charges being levied towards searching charges as per the circular Dt. 22/07/2021. In view of this observation, all the students are hereby informed to make a note of the service charges as follows.

SN	Type of Service	Service Charges (in Rs.)	Remarks
1	Searching charges for issuing any document(s) such as grade cards, transcripts, PDCs, Degree Certificates, etc.	00.00  200.00/year 500.00/year 1000.00/year	if collected i. within one year from the date of completion of semester/programme ii. in 2 <sup>nd</sup> to 5 <sup>th</sup> years iii. in 6 <sup>th</sup> to 10 <sup>th</sup> years iv. after 10 years
2	Attestation charges	50.00/document	-
3	Additional transcript	300.00	+Searching charges as applicable (no searching charges for first 3 years)
4	WES/International Document Verification services	1000.00 2500.00 5000.00	e-mail service Speed post Express courier

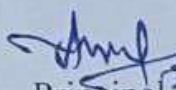
  
Dean of examinations

Copy to: i) Director's Table

ii) Principal's Table

iii) All HODs to notify the students concerned.

iv) O/c- Dean (Examinations)

  
Principal 26/3/25