

# PARUL UNIVERSITY

R/Notification-1386/2024-25

Office of the Registrar  
December 9, 2024

## NOTIFICATION

**Sub: Fees to be charged for different documents in the University**

**Ref: (i) R/Notification-155/2017-18 dated September 5, 2017**

**(ii) Proceedings of the Eighteenth Meeting of the Governing Body held on  
December 6, 2024**

**(ii) Orders of the President**

In partial modification of the notification cited at ref.(i), one time fees at the rates shown below shall be paid by the students to obtain different types of credentials from the University. The revision shall come into effect from January 1, 2025.

| <i>Certificate/Document</i>                                                                                                 | <i>Fees</i>                                                                      | <i>Mode of Payment</i>                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Transcript                                                                                                                  | (i)Rs.2,000/- (First Set-4 copy)<br>(ii)Additional Rs.2,000/- (multiple thereof) | Online Payment through Parul University Website                                                                   |
| Transcript for MBBS                                                                                                         | 2000/- per copy                                                                  | Online Payment through Parul University Website                                                                   |
| Migration Certificate                                                                                                       | Rs.1000/-                                                                        | Online Payment through Parul University Website                                                                   |
| N.O.C. Admission Cancellation                                                                                               | Rs.1000/-                                                                        | Online Payment through Parul University Website                                                                   |
| Statement of Mark                                                                                                           | Rs.2000/-                                                                        | Online Payment through Parul University Website                                                                   |
| Document Verification of<br>• Grade Card/Marks Card<br>• Degree Certificate<br>• Provisional Degree Certificate<br>• Etc... | Rs.1000/- per document                                                           | Online Payment through Parul University Website<br>Necessary documents will have to be produced by the student.   |
| Correction of Student's Name/ ABC ID in Grade/Marks Card ( in case the wrong entry of name is made by the student in MIS)   | Rs.1000/-                                                                        | Online Payment through Parul University Website.<br>Necessary documents will have to be produced by the student . |
| Rank Certificate (University Exams)                                                                                         | Rs.500/-                                                                         | Online Payment through Parul University Website                                                                   |
| Language Certificate                                                                                                        | Rs.500/-                                                                         | Online Payment through Parul University Website                                                                   |
| Backlog Certificate                                                                                                         | Rs.500/-                                                                         | Online Payment through Parul University Website                                                                   |

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|--------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attempt Certificate                                                | Rs.500/-                                              | Online Payment through Parul University Website                                                                                                                         |
| CGPA to Percentage Certificate                                     | Rs.500/-                                              | Online Payment through Parul University Website                                                                                                                         |
| Duplicate Grade Card/Mark Sheet                                    | 2000/-                                                | Online Payment through Parul University Website<br>Submit an original copy of challan for having registered a complaint on loss of original document/s with the police. |
| Duplicate Degree Certificate                                       | 5000/-                                                | Online Payment through Parul University Website<br>Submit an original copy of challan for having registered a complaint on loss of original document/s with the police. |
| Other Certificate (Please specify details of certificate required) | Rs.500/-                                              | Online Payment through Parul University Website<br>Necessary documents will have to be produced by the student.                                                         |
| Courier Charges                                                    | Rs.300/- for domestic,<br>Rs.4000/- for International | Online Payment through Parul University Website                                                                                                                         |

By Order

  
Registrar

**To,**

- 1) Deans of Faculties
- 2) Principals/ Directors of Colleges/ Institutes
- 3) Dean, Doctoral Studies and Research
- 4) Campus Director
- 5) Managing Director (Global), Industrial Collaborations; Academic Strategies
- 6) Academic Directors
- 7) Dean, Students' Welfare
- 8) Controller of Examinations
- 9) Chief Technology Officer
- 10) Chief Librarian

- 11) Director, IQAC/CDC / PIERC / CIRR / OIA/ AFMC / RDC/ Marketing / CDOE/ EDP / CEC / Alumni Association / Events Cell / CHRD/ Security/ Physical Education and Sports/ Internship Cell/ Staff and Students Welfare Cell/ ICT Cell/ Learning and Academic Enrichment/ Faculty Updation (CSE/IT/CA)/ NEP/ CMIE/ Partnerships (Institutes of National Importance)/ SCOPE
- 12) Chief Finance and Accounts Officer
- 13) Central Administration
- 14) Accounts Section
- 15) Students' Section
- 16) HR Manager

**Submitted to,**

- 1) The President
- 2) Dr.Parul Patel, Vice President (Student Affairs and General Administration) and Chairperson, Admissions Committee, Parul University
- 3) Dr.Geetika Madan Patel, Vice President (Quality, Research and Health Sciences), Parul University
- 4) Dr.Komal Patel, Vice President (Medical and Paramedical Sciences), Parul University
- 5) The Provost