



**Avinashilingam Institute for Home Science and Higher Education for Women**  
**Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)**  
**Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC**  
**Coimbatore - 641 043, Tamil Nadu, India**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**PROCEDURE FOR OBTAINING TRANSCRIPTS**

1. Candidates shall apply for the issue of Transcripts in the prescribed application form only. It can be downloaded from Institute Website: [www.avinutty.ac.in](http://www.avinutty.ac.in) under the menu examination.
2. The transcripts can be filled only for self and not on behalf of others, including offsprings.
3. The candidate should submit the duly filled in application form in Person/Person authorised by the candidate (along with authorisation letter and Photocopy of the Government authorised Identity Proof of the person authorised) at the Office of the Controller of Examinations.
4. The Controller of Examinations will attest only the photocopy of the Marks / Grade Sheets, Consolidated Statement of Marks / Provisional Certificate (in case of student not awarded the degree) / Degree Certificate issued by the Institute.
5. The candidates who require World Education Services (WES) authentication have to download the WES form from the WES website; after filling Part - A Section of WES form, the candidate has to submit the form and Transcript Application. The Registrar will sign in the WES form.
6. The applicant should produce the required number, plus one set of good quality photocopies (Back to Back as it is in the original Certificate) of Mark / Grade Sheets, Consolidated Statement of Marks / Provisional Certificate / Degree Certificate for which transcripts are required.

The Controller of Examinations will retain one set of photocopies of all the certificates.

7. The candidate should have identified the Universities / Institutions for which the Transcripts are required. The names and addresses of the Universities / Institutions should be written on the official envelope for transcripts that will be supplied when submitting the Application form.

8. The fee for Transcripts is **Rs. 1000/- (Rupees One Thousand only)** per set and for WES Form is **Rs.300/- (Rupees Three Hundred only)** plus **shipment charges** (Applicable shipment charges quoted by the Courier Agency for different destinations) has to be paid for delivering the Transcript to the candidate's communication address / personal address.
9. Online Payment can be made to the following Account Numbers:
- i. Account Number:
    - a. For Aided Programmes - AC No. 474664473
    - b. For Self Finance Programmes - AC No. 896772512
  - ii. Name of the bank : Indian bank
  - iii. Name of the branch : ADUC
  - iv. IFSC Code : IDIB000A005

**The shipment charges have to be paid separately at the time of collection of the Transcript.**

9. The applicant should submit the filled-in application along with
- i. Screenshot of fee payment receipt with reference number
  - ii. Original certificates
  - iii. Photocopies of certificates
  - iv. WES form
  - v. One recent passport size colour photo
  - vi. Proof for Date of Birth, Father's Name and Mother's Name to the Office of the Controller of Examinations. The Controller of Examinations will sign the Transcript & envelopes (in which the Transcripts are put and sealed).
10. The person who is submitting the Application form for Transcripts should come and collect the Transcripts in person; if not able to come and collect the Transcripts, an Authorized Person (Along with the Authorization Letter to collect the Transcript along with a photocopy of the Government authorised Identity Proof of Person collecting Transcripts) can collect the Transcript after acknowledging the receipt of the Transcript covers at the Office of The Controller of Examinations.

**Controller of Examinations**