EXAMINATIONS CELL (CONFIDENTIAL)

No. 23/ECC/MGIT/2025   21.03.2025

CIRCULAR

All the B.Tech and M.Tech. students who require their transcripts, have to submit duly filled-in prescribed application for issue of transcripts in the **Academic and Examinations Section** along with the amount paid receipt (@ Rs.100/- per transcript).

The students should pay the prescribed amount through **NEFT only** to Examination Fee Account: **MGIT COE SECTION.**

The payment of fee from any bank shall be through NET banking NEFT only.
a. Account Number   : MCOE followed by Roll number (Example: MCOE1234567890)
b. Account Name   : MGIT COE SECTION
c. Type of Account   : Savings Account
d. Branch Name   : CMS Mumbai/CMS New Delhi (Not Mandatory)
e. IFSC code   : ICIC0000104

The students are advised to follow the enclosed instructions for online mode of payment of Fee.

Controller of Examinations   Principal

Copy to:
1. The Vice-Principal for information.
2. Director, AES for information and necessary action.
3. HoDs, with a request to circulate the notification among the concerned Students.
4. Accounts Officer for information and necessary action.
5. Web Team for uploading to college website.
6. PA to Principal for information.

CE	EEE	ME & MCT	ECE	CSE	IT	MME	CSE ET	M&H	P&C

MAHATMA GANDHI INSTITUTE OF TECHNOLOGY (Autonomous)

Kokapet (Village), Gandipet (Mandal), Hyderabad 500 075

Instructions for Online mode of Payment of Examination Registration Fee

The students are advised to pay the examination fee through virtual mode using the details given below:

Beneficiary Account Name	Beneficiary/ Student Account Number (student specific)	IFS Code
MGIT COE Section	MCOE followed by HALL TICKET NUMBER(without space and without hyphen)	ICIC0000104 (CMS Mumbai (or) CMS New Delhi)

I. Online Transfer Mode:

Payment of examination fee from any bank shall be through Net Banking **NEFT only involving** the following steps: **(UPI/IMPS will not work)**

i. Login into Internet banking

ii. Go to the Make payment mode (Banks require you to register the Beneficiary details for one time – please complete the process before effecting the payment).

iii. To add beneficiary:

    a) Select manage payee

    b) Add other Bank payee (Note: **Do not select ICICI Bank payee even if you are a ICICI bank user**)

    c) Mention the Bank name as **ICICI Bank Ltd.**

    d) Branch name (Not Mandatory): **CMS Mumbai (or) CMS New Delhi**

    e) Enter Beneficiary Account Name: **MGIT COE Section**

    f) Enter Beneficiary / Student Account Number: **MCOE** followed by HALL TICKET NUMBER (without space and without hyphen)

For example,

    If your Hall Ticket Number is **1234567890**, your Beneficiary / Student Account Number will be **MCOE1234567890**

    g) Confirm Payee Account Number (Beneficiary / Student Account Number)

iv. Enter IFS code ICIC0000104 (Note: The account name that will appear will be ICICI Bank, **CMS Mumbai or CMS New Delhi** as it is a Centralized Payment Solution)

v. Click on next page

vi. Confirm payee (Beneficiary / Student Account Number) details and you will be receiving a URN number to your registered mobile. Enter the URN number and submit. Then Payee (Beneficiary / Student Account Number) will be added successfully.

vii. Transfer the amount after 30 minutes to the added payee by **NEFT only**

II. Walk-in Mode:

1. Walk in to Bank where you have an account
2. Request for a NEFT form
3. Mention the Bank Name as ICICI Bank Ltd.
4. Mention the **Beneficiary Account Name** as **"MGIT COE Section"**
5. Mention Type of Account as **" Savings Account"**
6. Mention branch name as **"CMS Mumbai (or) CMS New Delhi"**
7. Mention IFS code : **ICIC0000104**
8. Mention Beneficiary / Student Account Number: **MCOE** followed by HALL TICKET NUMBER (without space and without hyphen)

For example,

    If your Hall Ticket Number is **1234567890**, your Beneficiary /Student Account Number will be **MCOE1234567890**

9. Fill the amount to be paid / transferred.
10. Hand over the signed forms to the Bank official to initiate the payment.

Controller of Examinations

Principal

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Kokapet (Village), Gandipet (Mandal), Hyderabad 500 075

APPLICATION FOR ISSUE OF TRANSCRIPTS

PROGRAM: | B.TECH. / M.TECH. | **REGULATION:** |

(Strike off whichever is not applicable)

HALL TICKET NUMBER:

NAME OF THE CANDIDATE:
(As per the SSC in Block Letters)

FATHER'S NAME:

MOTHER'S NAME:

DETAILS OF TRANSCRIPTS REQUIRED

(i) Transcript of Semester Grade Reports *(If the space is insufficient write details on back-side)*

S. No.	Semester	Regular Exams	Supplementary Exams		
		Month & Year	Month & Year	Month & Year	Month & Year
1					
2					
3					
4					
5					
6					
7					
8					

Total No. of Semester Grade Reports in a set (a): _____; No. of sets required (b) : _____

(ii) Transcript of Consolidated Marks Memo (CMM)[*]   : No. of copies required (c): _____

(iii) Transcript of Provisional Certificate (PC) [*]   : No. of copies required (d): _____

[*]**Transcripts of CMM and PC will be issued to Passed Out students only.**

Total amount paid towards cost of Transcripts = [(a x b) + c + d] x Rs.100/- = Rs. _____

PAYMENT DETAILS: AMOUNT: _____

TRANSACTION ID: _____; DATE OF PAYMENT: _____

Date: _____   Mobile No.: _____   **Signature of the Candidate**

For Office use only: Forwarded to CoE on _____

Director, AES   **PRINCIPAL**