

SRI BALAJI SOCIETY, PUNE

Survey No. 55/2-7, Tathawade, Off Mumbai - Bangalore Bypass, Pune 411033

Telephone: 020-66741512, 66741515 e-mail examinations@sbup.edu.in

Web site: Sbup.edu.in

APPLICATION FORM FOR TRANSCRIPT

To,

Controller of Examination,
Sri Balaji Society
Survey No. 55/2-7,
Tathawade
Off. Mumbai - Bangalore Bypass
Pune 411033

Sir,

My details for transcript are as under:

- (1) Name of the Alumni: _____
- (2) Roll No: _____ (3) Gender: Male ☐ Female ☐
- (4) If Employed: Current Company: _____ Designation: _____
- (5) Telephone No. Landline _____ Mobile No. _____
E-mail : _____
- (6) Father's name: _____
- (7) Mother's name: _____
- (8) Institute / Department: _____ (9) Programme: _____
- (10) Specialization: _____ (11) Class: _____

Details of Medals / certificates rewarded during convocation (if any) _____

Total No. of sets required _____

Please tick (☐) the appropriate box

I wish to collect my transcript personally. : ☐

Please dispatch my transcript to the following address / Contact address in India ☐ (or) abroad ☐

Payment Details					
Bank Name:					
Demand Draft / Cash Receipt No.		Date		Amount:	

Signature of the Alumni: _____

Date: _____

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The procedure for acquiring the Transcript is as follows:

1. Student can download the Transcript application form from the website (www.sribalajisociety.org)
2. The Transcript will be issued by Sri Balaji Society Examination Department for **full time PGDM degree programme only**. Alumnus are to submit the Transcript Form, duly filled along with scanned copy of their Degree certificate & mark sheets and despatch the same with fee as mentioned below, to the Director of their respective Institute. The OS of the Institute after completing the formalities of approval by the Director & acknowledging the receipt of fee will forward the same to the Examination Department for issue of the Transcript.
3. The charges as applicable are to be paid through Demand Draft of Nationalized Bank in favour of **Director of** your respective Institute (Cheque / DD in favour of - Director BIMM / Director BITM / Director BIIB / Director BIMHRD, as applicable) & payable at Pune or by cash in the office of your Institute along with application form.
4. The Transcript will be issued within 15 working days against the receipt of application form, copy of Degree Certificate, all four semester mark sheets, final mark sheet, Transcript Fee & despatch charges (if applicable) as mentioned below

The Transcript charges are as follows:

Description	(Amount Rs.)
Transcript Fee	Rs. 300/- Per Set
Postal / courier Charges	Rs.
National	200/-
International	Rs 2500/-