

## **SOP FOR GETTING INTERIM GRADE TRANSCRIPTS**

- Step 1.** Download Application Form for Interim Transcript from [ctengg.amu.ac.in](http://ctengg.amu.ac.in)
- Step 2.** Fill up the Form
- Step 3.** Attach Self Attested Photocopies of Grade sheets of all the semesters
- Step 4.** Attach Challan of Rs 100 (per copy of interim grade transcript) by SBI Bank
- Step 5.** Submit the Form in R.P. Unit, Z.H. College of Engg. & Tech.
- Step 6.** Receive Transcript three working days after the date of submission from R.P. Unit, Z.H. College of Engg. & Tech.