NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
WARANGAL – 506004, TELANGANA – INDIA
Examination Section

Tel: +91-8338969637, 0870-2462028 **Fax no.: 0870-2459547** **ad_exam@nitw.ac.in**

14.08.2026

Subject: Procedure for Obtaining Certificate by the Alumni of **REC Warangal and NIT Warangal** – Reg.

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All alumni who have graduated from REC Warangal and NIT Warangal are hereby informed that the following procedures must be followed for obtaining various certificates from the Examination Branch:

Procedure For Obtaining	Required Documents	Fee Details	Timeline
Duplicate Degree (OD) Certificate (issued for NIT Warangal passed-out students *and* ***not for REC Warangal alumni***), **Duplicate Grade Sheets, and Duplicate Consolidated Marks Memo (CMM)**	• Copy of FIR or non-traceable certificate issued by the Police (duly signed and sealed by Inspector/Sub-Inspector from the jurisdiction of loss). • Copy of a newspaper (national daily) publication in the 'Lost Column' mentioning the city of loss. • Copies of grade sheets/CMM/degree certificate, SSC or 10th class marks memo, and valid photo ID.	• Duplicate Degree Certificate: ₹5,000/- • Duplicate CMM: ₹5,000/- • Duplicate Grade Sheet: ₹1,000/- per sheet	• Grade Sheets: 1 to 2 months • CMM: 4 to 5 months • OD: 4 to 5 months
Original Consolidate Marks Memo (CMM) **Note**: Not issued for MBA students	Grade sheets and provisional/Degree certificate	• CMM Certificate: ₹ 5,000/-	• 4 to 5 months
Academic Verification for Genuineness	• Companies/Organizations/Employers may send requisition through email	Verification fee of ₹ 1000/-(Rupees One Thousand only)	• 4 to 5 working days
Obtaining Transcripts	• All Scanned/Xerox copy of the grade sheets (including failed/re-attempt /summer /makeup) • Scanned/Xerox CMM and Degree Certificate • Online Payment Receipt • Postal address or WES reference number	• Physical Copies (up to 5 sets): • Within India: ₹3,000/- • Outside India: ₹5,000/- • Additional sets: ₹500/- each	• 10 to 15 working days

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		• Digital Copy (email to university/WES): ₹1,000/- per set per dispatch	
Name correction in the certificates ***Note:*** Original Degree Certificate (OD) name correction is applicable only for NIT Warangal passed-out students and **not for REC Warangal alumni.**	• Scanned copy of SSC Marks Memo (10th Class) • Original Grade Sheets issued by the Examination Branch • Original Consolidated Marks Memo (CMM) • Original Degree certificate (OD) • All **original certificates** issued by the Institute must be submitted to Examination Branch.	• CMM: ₹5,000/- • Grade Sheet: ₹1,000/- per sheet • OD Certificate: ₹5,000/-	• Grade Sheets: 1 to 2 months • CMM: 4 to 5 months • OD: 4 to 5 months
Procedure for Obtaining Percentile-based Academic Ranking Certificate - Top 5%, 10%, and 15% (UG Alumni – [Present Year – 11] Batch Onwards)	• Proof of requirement for Academic Ranking Certificate • Original Consolidated Marks Memo (CMM) • Original Degree Certificate (OD)	No Fee	**5–10 working days** from the date of successful verification
Transfer-cum-Migration certificate and the study and conduct certificate **Note:** From the passing-out batch of 2020 onward**,** students may contact	Degree/Provisional Certificate/ Consolidated Marks Memo scanned		• 10 to 15 working days

the Examination Branch, and ***other batches contact academic section (dr_acad@nitw.ac.in)***			
Retention Fees of any certificates with the Examination Branch	Students requesting certificates from the Examination Branch are required to furnish the following details: • Name of the Student • Roll Number • Department Name • Programme • Specialisation • Year of Admission – Year of Graduation	Fee Structure Based on Duration Since Graduation • 1 to 2 Academic Years: ₹1,000 • 2 to 10 Academic Years: ₹3,000 • 11 to 20 Academic Years: ₹10,000 • Beyond 20 Academic Years: ₹15,000	• 10 to 15 working days
Authorization to collect any certificates	**Case 1: Collection in Person by the Student** Required student ID proof / any Government-issued ID **Case 2: Collection in Person by an Authorized Person** **Details to be provided:** Name of the Student, Roll Number, Programme, Department, Specialization (for PG, if applicable) **Documents to be enclosed:** • Copy of Student ID proof / any Government-issued ID • Copy of ID proof of the authorized person		

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	Case 3: Collection of Documents by Speed Post Details to be provided: • Complete postal address with PIN code • Contact phone number		

- For REC Warangal alumni, the **procedure for obtaining Original/Duplicate Degree Certificate or for Name Correction of the Degree Certificate** may be referred from the link below: https://nitw.ac.in/api/static/files/eb_alumni_file_2025-9-26-10-40-44.pdf
- **For certificates in Digi Locker, contact: Associate Dean (Academic –UG&PG), ad_acad.ug@nitw.ac.in, ad_acad.pg@nitw.ac.in**

Payment Instructions:

Mode of Payment: Online Transfer

- **Account Number:** 62114635443
- **Account Name:** DIRECTOR-FEE-ACCOUNT
- **Bank Name:** State Bank of India (SBI)
- **Branch:** NIT Warangal Branch
- **IFSC Code:** SBIN0020149

Note:

- Payment once made is **non-refundable**.
- Please ensure that the **current postal address with contact mobile number** is provided for dispatch.
- All required documents, along with the transaction receipt/bank statement (for online transfer), must be submitted to the Examination Branch or sent by email to the respective IDs given below for processing.
- All attachments must be clear and legible

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Contact Information

- **UG Programmes:** ug_exam@nitw.ac.in
- **PG & Ph.D. Programmes:** pgphd_exam@nitw.ac.in

Professor In-charge (Examinations)

Dean (Academic)