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

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08.09.2025

CIRCULAR

Sub: Issuance of Percentile-based Academic Ranking Certificates (UG Alumni – [Present Year – 11] Batch Onwards) – Reg.

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All alumni who have graduated from the [Present Year – 11] batch onwards (for example, in the current year 2025 → 2014 batch onwards) are hereby informed that the Examination Branch will henceforth be issuing Percentile-based Academic Ranking Certificates (Top 5%, 10%, and 15%) to eligible candidates, in support of their academic and professional pursuits where such certification is required.

Documents required (to be submitted by the applicant):

1. Proof of requirement for Academic Ranking Certificate
2. Original Consolidated Marks Memo (CMM)
3. Original Degree Certificate (OD)
4. Request Letter (format annexed below)

Scanned copies of the above documents must be sent by email to **ug_exam@nitw.ac.in**. All attachments should be clear and legible. The Institute will not be responsible for any rejection or delay due to unclear/poor-quality scans.

Upon receipt, the Examination Section will verify the submitted documents. After successful verification, the Academic Ranking Certificate will be prepared and dispatched to the applicant by email. The process may take 5–10 working days from the date of successful verification.

Professor- In charge
(Examinations)

Dean (Academic) 08/09/2025

Note: The above rules are subject to change and must be verified with the Examination Branch, NIT Warangal, before proceeding

To
The Professor-In-Charge (Examinations)
National Institute of Technology Warangal
Warangal – 506004, Telangana

Subject: Request for Issuance of Academic Ranking Certificate

Respected Sir/Madam,

I, _____ (Full Name), son/daughter of _____, Roll Number: _____, Batch: _____ (Year of Admission – Year of Graduation), Programme: _____ (e.g., B.Tech in _____), hereby request the issuance of a **Percentile-based Academic Ranking Certificate** for the purpose of _____ _____ **(mention: higher studies / employment / other purpose).**

I am enclosing the following documents for verification:

1. Proof of requirement for Academic Ranking Certificate
2. Scan copy of Consolidated Marks Memo (CMM)
3. Scan copy of Degree Certificate (OD)

Kindly process my request and issue the Academic Ranking Certificate at the earliest.

Thanking you,

Yours sincerely,
(Signature)
Full Name: _____
Email ID: _____
Mobile No.: _____
Date: _____
<< Send email to ug_exam@nitw.ac.in>