DOCUMENTS REQUIRED

1. FOR DUPLICATE REGISTRATION CARD

i. Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Rourkela.

ii. Original FIR of Police Station where the Registration Card has lost / Affidavit if damaged

iii. Application to:

   The Registrar,
   Biju Patnaik University of Technology,
   Chhend Complex, Rourkela, pin-769015

   (Through Principal, Kalm Institute of Technology)

iv. Stamp size photograph-2 Nos.

v. Postage Charges

2. FOR CORRECTION OF NAMES IN REGISTRATION CARD

i. Original Registration Card

ii. Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Rourkela.

iii. Affidavit in proof of corrected name

iv. Xerox copy of 10th Board Certificate

v. Application to:

   vi.
   The Registrar,
   Biju Patnaik University of Technology,
   Chhend Complex, Rourkela, pin-769015

   (Through Principal, Kalm Institute of Technology)

vii. Stamp size photograph-2 Nos.

viii. Postage Charges
3. **FOR DUPLICATE GRADE SHEETS**
   i. Fees of Rs.100/- per year in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Rourkela.
   ii. Original FIR of Police Station where the Grade Sheet has lost / Affidavit if damaged
   iii. Application specifying reason to:
       The Director, Examinations
       Biju Patnaik University of Technology,
       Chhend Complex, Rourkela, pin-769015
   iv. Postage Charges

4. **FOR CORRECTION IN GRADE SHEETS/ADDITIONAL GRADE SHEETS**
   i. Original Grade Sheet(s) (if correction is required)
   ii. Fees of Rs.100/- per year in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Rourkela.
   iii. Affidavit in proof of corrected name
   iv. Application specifying reason to:
       The Director, Examinations
       Biju Patnaik University of Technology,
       Chhend Complex, Rourkela, pin-769015
   v. Postage Charges

5. **FOR MIGRATION CERTIFICATE**
   i. Original Registration Card
   ii. Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Rourkela.
   iii. Application specifying the reason /purpose for issuance of the certificate to:
       The Registrar,
       Biju Patnaik University of Technology,
       Chhend Complex, Rourkela, pin-769015
       (Through Principal, Kalm Institute of Technology)
   iv. NOC from the Principal / Director of the concerned College to enclosed with application form
   v. Postage Charges
6. FOR DUPLICATE DEGREE CERTIFICATE

i. Fees of Rs.500/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Rourkela.

ii. Original FIR of Police Station where the Degree Certificate has lost / damaged

iii. Application specifying reason to:

   The Director, Examinations
   Biju Patnaik University of Technology,
   Chhend Complex, Rourkela, pin-769015

   (Through Principal, Kalm Institute of Technology)

iv. Original clipping of the news paper (at least in 2) of Orissa State in which loss / damage so published.

v. Original Affidavit swearing before 1st Class Magistrate.

   Postage Charges