

## SRI BALAJI SOCIETY, PUNE

Survey No. 55/2-7, Tathawade, Off Mumbai - Bangalore By pass, Pune 411033  
Telephone: 020-67084012, 67084014 e-mail examinations@sribalajisocietypune.org  
Web site: [www.sribalajisociety.org](http://www.sribalajisociety.org)

### APPLICATION FORM FOR TRANSCRIPT

To,  
Controller of Examination,  
Sri Balaji Society  
Survey No. 55/2-7  
Tathawade  
Off. Mumbai - Bangalore By pass  
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 / abroad

Payment Details					
Bank Name:					
Demand Draft / Cash Receipt No.		Dated		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](http://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
<b>Postal / courier Charges</b>	
National	Rs. 200/-
International	Rs 2500/-