



Process for Issuing Transcription Form

1. Download Transcription Form matter from www.rcpit.ac.in.
2. The Transcription Forms are different for each department.
3. Collect College Letter heads from Office by submitting the DD for Transcription Form fees as follows:

First 10 Transcription Forms	=	Rs. 500
For each extra Transcription Forms	=	Rs. 100 each

The DD should be drawn in favor of **“Principal, RCPIT”** payable at **Shirpur**
4. Print the transcription matter on these letter heads.
5. Submit printed Transcription Form to the concerned department.
6. Concerned Department will verify Transcription Form.
7. Department will take Principal's Signature and will submit the forms to Training and Placement Department.
8. Training and Placement Department will issue the forms to concerned students after recording the details and giving outward number to Transcription Forms.
9. Note: After submitting the Transcription Forms to concerned Department, minimum 8 days will be required to issue the duly signed Transcription Forms.