

## R. C. Patel Institute of Technology, Shirpur

High Caliber Technical Education in an Environment that Promotes Excellence

Prof. Dr. J. B. Patil (M.Tech, Ph.D., M.I.ST.E.M.I.E.) Principal

## Training & Placement Cell

Creating Opportunities

Mr. Yogesh S. Patil (M.E. I.E.&M., B.E. Mech) T. & P. Officer

## **Process for Issuing Transcription Form**

- 1. Download Transcription Form matter from <a href="www.rcpit.ac.in">www.rcpit.ac.in</a>.
- 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.