

## Procedure to Send Electronic Transcripts to Any University

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1. First take Physical Transcripts from Exam Section.  
Each Transcript cost Rs 50.
2. Scan all the transcripts to a Single PDF file. Name the PDF file with Name or any reference number allotted by the University.
3. Then Send the PDF file to [ce@gnits.ac.in](mailto:ce@gnits.ac.in). Mention university mail ID and other details like any reference numbers or any IDs allotted by the concerned University.
4. Exam section will verify the transcripts and send to the Concerned university along with CC/BCC to the students.
5. Kindly Mention in the mail , any Subject line and other Matter to be included in the mail. Exam section will simply cut and paste and send to the concerned University.



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