

## Transcripts Guidelines

**Login to vMIS on** <https://erp.mycollege.edu.in/landingpage.ashx> with official user id and password issued to you. If you do not have it now, please send request on [transcript@vit.edu.in](mailto:transcript@vit.edu.in) giving name, roll number, cell number and date of birth.

### **Procedure to apply for Transcripts on vMIS:**

1. Click on "Exams" tab & select option "Transcript".
2. Select "Transcript Generation" from the drop-down menu.
3. Click on "New" & you will be able to see an application form.
4. Select proper syllabus showing besides required semester.
5. If marks are not present in the system for required semester, click on "Edit" button besides that semester to enter your marks and click save.
6. If the marks are present in the system for required semester, click on "View" button besides that semester to cross verify and save.
7. Enter the Title of the final year project & the name of the project guide.
8. Finally, you need to click on "Send" button for sending an application.
9. In case, you have generated the transcripts manually, i.e. not through ERP, then you can proceed manually only.

The cost of first copy of transcript is Rs. 500/- & subsequent copies would cost Rs. 100/- each.

**Note: After the application of Transcripts, it is mandatory to make the payment for further processing of Transcripts.**

- It will take approximately one week to prepare Transcripts. Hence, kindly confirm visit time before visiting college.
- For Payment for Transcripts, visit [www.vit.edu.in](http://www.vit.edu.in)–Online Payment (<https://bit.ly/3jx70RE>)
- Charges - 1<sup>st</sup> set Rs. 500 & subsequent sets Rs.100 each (i.e. 5 sets => 500+(4x100)=900)
- Issue of Transcripts: M Block, 7<sup>th</sup> floor
- Transcript coordinator: Ms. Sharvari Durve
- Contact email: [transcript@vit.edu.in](mailto:transcript@vit.edu.in)
- Phone: 24161126 (Extn. 9011)