

**Policy on issuing transcript certificate
Government Medical College Thrissur**



Standard work flow of issuing transcript certificate

1. The applicant must have completed their course as a regular student.
2. The process of issuing the certificate begins with an application submitted by the student.
3. There is an application fee of Rs 500 for UG and Rs 750 for PG students, which are refixed time to time.
4. After receiving the application, the UG students must obtain the details of posting from the concerned departments.
5. For PG students, the details of clinical posting should be provided by the concerned department.
6. This information is entered into a common format in the office for UG and PG and the certificate is issued signed by the vice principal.
7. Transcript certificate will be issued within 14 working days from the receipt of application.

Approval and effective date

This policy is approved by the principal, Government Medical College, Thrissur and will come into effect immediately.