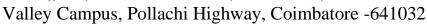


Hindusthan

College of Engineering and Technology An Autonomous Institution, Approved by AICTE, Affiliated to Anna University Chennai, Accredited by NBA, Accredited with 'A' Grade by NAAC







OFFICE OF THE CONTROLLER OF EXAMINATIONS APPLICATION FOR CORRECTION / DUPLICATE MARK SHEET

Date:

S.NO	DETAILS	TO BE FILLED		
1.	Name of the Student		Date of Birth	
	in Capital Letters			
2.	Register Number		Year/Semester	
3.	Department			
4.	Application for	 Duplicate Grade sheet □ Duplicate Consolidated Mas Name change □ Correction in Name/Date of 		
5.	Semester for which the Grade Sheet is required	,	, ,	
6.	Reason for applying Correction / Duplicate Grade Sheet			
7.	Fee for Correction / Duplicate mark sheet			
8.	Declaration of the student	I do hereby declare that the informabove is true and correct.	nation submitted by me	
Mobile	e No:	Signature of th	e Student	

CLASS ADVISOR

HEAD OF THE DEPARTMENT

COE

FOR OFFICE USE ONLY					
Certificate issued on :	Prepared by :				
Serial Number :	Verified by :				
Type of Grade sheet :	Semester/Consolidated:				
No of Grade sheet Issued :					

INSTRUCTIONS

- 1. **Duplicate certificate** will be issued only when the grade is lost or damaged or destroyed.
- 2. Correction in the mark sheet or name change will be done only when proof is enclosed.
- 3. Application should be made only by the candidate in the prescribed format and should be submitted to the Controller of Examinations.
- 4. The following documents should be enclosed along with application:

In case of Duplicate grade sheet

- a. Copy of FIR from competent authority
- b. An affidavit duly executed before the Notary Public detailing the circumstances under which the original certificate was lost or destroyed.
- c. Copy of Aadhaar card
- d. Copy of lost Grade sheet/Consolidate Grade sheet.

In case of Name Change/correction of Name & Date of Birth

- a. Order for name change (Gazette copy for name change)
- b. Proof for original name & date of birth (SSLC /+2 Mark sheet)
- c. All original mark sheets to be corrected should be enclosed (Please tick)

I II	III	IV	V	VI	VII	VIII	Consolidated
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5. Fee Details

For Duplicate Grade Sheet / Name change /any correction
 Rs.500/ - per Grade sheet (for Students on roll)
 Rs.500/ + 18% GST = Rs. 590 /-per Grade sheet (for Graduated Students)

> For Consolidated Grade sheet

Correction / Damage - Rs.500/ + 18% GST = Rs. 590 /- Duplicate Certificates -Rs.1200/ + 18 % GST = Rs.1416/-

6. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.

S.No Encl:-	Documents
1	
2	
3	
4	
5	