

**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
APPLICATION FOR CORRECTION / DUPLICATE GRADE SHEET**

**Date:**

S.NO	DETAILS	TO BE FILLED	
1.	Name of the Student in Capital Letters	Date of Birth	
2.	Register Number	Year/Semester	
3.	Department		
4.	Application for	1. Duplicate Grade sheet <input type="checkbox"/> 2. Duplicate Consolidated Mark sheet <input type="checkbox"/> 3. Name change <input type="checkbox"/> 4. Correction in Name/Date of Birth/any other <input type="checkbox"/>	
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 information submitted by me above is true and correct.	

**Mobile No:**

**Signature of the Student**

**CLASS ADVISOR**

**HEAD OF THE DEPARTMENT**

**COE**

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

## **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 Students already Graduated)

➤ **For Consolidated Grade sheet**

Duplicate Certificates - **Rs.1200/+ 18% GST = Rs.1416/-**

Correction / Damage - **Rs.500/+ 18% GST = Rs.590/-**

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

Encl:-

<b>S.No</b>	<b>Documents</b>
1	
2	
3	
4	
5	

Student Signature with date