APPLICATION TO ISSUE DEGREE /GRADE REPORT/ MARKSHEET

Application No.:   *Date:* _____

Affix Photograph

Controller of Examination,

Sir,

I request you to kindly issue my Degree / Grade Report/ Marksheet. Details are mentioned below.

Candidate's Name (*in block letters*) _____ Roll No. _____ Enrol. No. _____

Father's Name (*in block letters*) _____

Mother's Name (*in block letters*) _____

Present Postal Address _____

Phone No. _____ Email ID. _____

Program of study _____ Branch _____

Grade Report/ Marksheet required: Regular _____ Semester/Year Carryover _____ Semester/Year _____

Authorization (*in case student is not available*):

I authorize _____ to collect my above-mentioned Degree /Grade Report/ Marksheet. The specimen signature of authorized person is given below. His/her photo/address ID (Aadhar card) is enclosed.

(Specimen Signature of the authorized person)   *(Signature of the candidate)*

INSTRUCTIONS FOR APPLICANT

1. For grade report/mark sheets, attach photocopies of all year results (Regular/Carryover) declared online.
2. The candidate / authorized person must submit his/her identify proof (ID card/Aadhar Card) at the time of receiving the Degree/ Grade Report/Mark sheet.
3. Fee receipt of Rs 1500/- (Rs. 1000/- Alumni registration fee and Rs. 500/- degree issuing fee) duly verified by Alumni Cell and Account Section is required for receiving the degree.

Issue of Duplicate Degree/ Grade Report/ Marksheet:

Duplicate Degree /Grade Report/ Marksheet can also be obtained on submitting an application along with the following:

1. An Affidavit signed and certified by the First-Class Magistrate.
2. Copy of FIR.
3. Fee is Rs. 1000/-. per Grade Report/ Marksheet and Rs. 1500/- for degree.

I have read all above mentioned instructions carefully. I will abide by the rules and regulations or any instructions given by the Examination Section.

(Signature of the candidate)

FOR OFFICE USE ONLY

Name of the person who have received the application: _____ Signature _____ Date _____

Name of the person to whom task is assigned _____ Signature of COE/Dy. Registrar _____

Task completion Date _____ Signature of person who completed the task _____

Receiving: I have received required Degree/Grade Report/Marksheet after depositing all my dues, if any.

Yours faithfully,

(Signature of the candidate)
(After receiving the Degree / Grade Report/Marksheet)

Cut it from here and give it to the applicant

ACKNOWLEDGMENT SLIP

Name of the candidate: _____ Enrol No. _____ Application No. _____

Purpose _____ Date _____

Name and signature of authorized person at the counter _____