



EXAMINATION BRANCH (AUTONOMOUS)

APPLICATION FORM FOR DUPLICATE GRADE SHEET/CONSOLIDATED GRADE SHEET

1. Name of the Student :
2. H.T. Number :
3. Name of the Branch :
4. Year & Semester :
5. Contact Number :
6. a) If applying for Duplicate Grade Sheet, Fill the Month and Year of Examination for which Grade Sheet is Required:

Name of the Exam	Month & Year	Regular/Supply
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b) If applying for Duplicate Consolidated Grade Sheet, Fill the Month and Year of Last appearance in which qualified for the degree:

Name of the Exam	Month & Year
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7. Xerox copy of the grade sheet for which duplicate is required attached (if available): YES/NO

Place:

Date:

Signature of the Candidate

For Office Use

Accepted /Rejected

Issued on :

If rejected reason :

Controller of Examinations

Note: Enclosures: 1. D.D(Fee). 2. Copy of SSC Certificate

INSTRUCTIONS

1. Duplicate grade sheet will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the candidate in the prescribed format and should be sent to the Controller of Examinations. Application received on behalf of the candidate will not be accepted.
3. The prescribed fee should be paid through DD in Favour of MLR Institute of Technology.
4. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the duplicate grade sheet.
5. The fee for the issue of various duplicate certificate is as follow:
 - Grade sheet -- Rs.200 per semester {multiply based on the no. of semesters}
(B.Tech/M.Tech/MBA)
 - Consolidated Grade Sheet -- Rs. 1000 /-
6. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
7. Duplicate Grade sheet is to be surrendered to the college immediately if the Original Grade sheet is recovered.
8. After submission, it will take 48 hours to process the duplicate grade sheet.