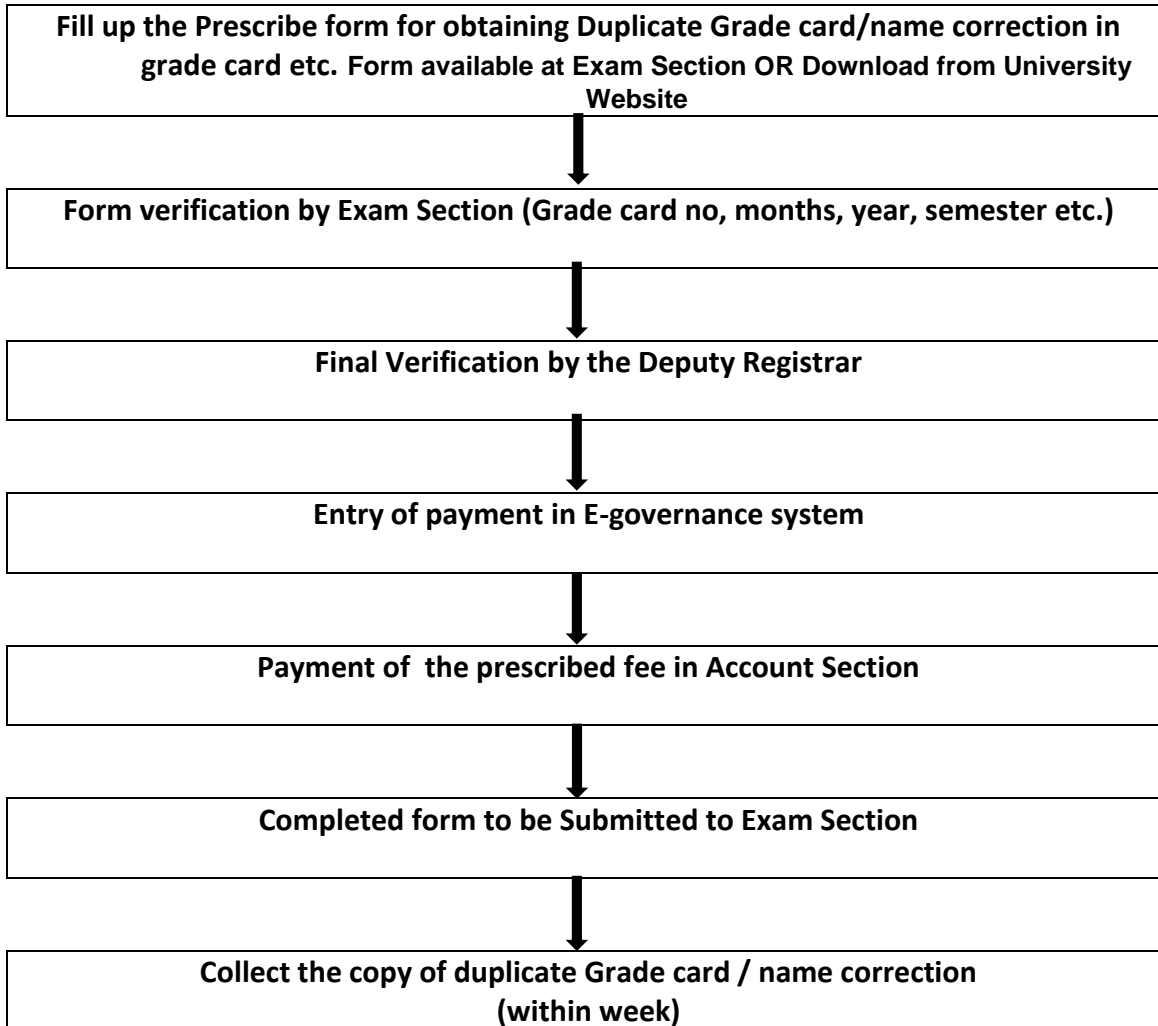


# **Information for obtaining Duplicate Grade Card/Name correction Grade Card**

**Candidate should follow below flow to get Duplicate Grade card /name correction in Grade card**



**NOTE:**

- 1) For Name correction student should submit their Leaving Certificate & 10th Std. Mark -sheet along with the form.



APPLICATION FORM FOR OBTAINING NAME CORRECTION:  GRADE CARD  DEGREE CERTIFICATE

Date :  /  /

**A) General Information**

1. Student ID : \_\_\_\_\_

2. Full Name : \_\_\_\_\_

3. Address : \_\_\_\_\_

: \_\_\_\_\_

4. City/ Village : \_\_\_\_\_ Pin code :

5. Contact No : (Res.) \_\_\_\_\_ (Mob): \_\_\_\_\_

6. E-Mail : \_\_\_\_\_

**B) Academic Information**

**i) . For Name Correction in Grade Card**

Semester	Month / Year	Exam Type (Regular/ Backlog)

**ii) . For Name Correction in Degree Certificate**

Degree	Month / Year of Passing	Convocation Year /Degree Conferred Year

**C) Reason for seeking the Name Correction in Grade Card / Degree Certificate :** \_\_\_\_\_

\_\_\_\_\_

**D) Details of Changes**

Mistake in Name	Correct Name (10 <sup>th</sup> Std /Leaving Certificate)

**E) Declaration:** I solemnly declare that the particular given above are correct to the best of my knowledge

\_\_\_\_\_  
**Signature of Student**

**Office Use Only**

a). Application Checked by : \_\_\_\_\_ b). Office Record Verified By : \_\_\_\_\_

Approved /  Not Approved

\_\_\_\_\_  
**Dy. Registrar**

\_\_\_\_\_  
**Registrar**

**Received**

Certificate Issued on : \_\_\_\_\_

Sign. of Student : \_\_\_\_\_