



**APPLICATION FOR DUPLICATE GRADE SHEETS**

**Instructions:**

- (i) Application shall be forwarded by the Dean / HOD of the respective department specifying the reason for Duplicate Grade Sheets.
- (ii) Grade sheets are issued year – wise.
- (iii) Fees of Rs.100/- per year per each Grade Sheet. **Accordingly the amount will be paid and the Transaction Slip is to be attached with the form.**

- A. Name of the Student :**
- B. Registration Number :**
- C. Roll Number :**
- D Programme – Branch :**
- E Mobile :**
- F. Email id. :**

Tick (✓) in the Appropriate Box for Duplicate grade sheets

I Year	II Year	III Year	IV Year

**G. Payment Details**

- (a) Amount : Rs. ....(Rupees\_\_\_\_\_)
- (b) Transaction ID :
- (c) Date of payment :
- (d) Transaction receipt attached : YES / NO

**Date :** .....

**Signature of Student**

**Signature of HOD / Dean**

**Signature of the Registrar  
(with Seal)**