



EXAMINATION OFFICE - APPLICATION FORM 1

Application Type (✓) (A) Original Documents (✓) - (i) Grade/Mark Sheets (ii) Provisional Certificate (iii) Degree (iv) Diploma (B) Duplicate Documents (✓) - (i) Grade/Mark Sheets (ii) Provisional Certificate (iii) Degree (iv) Diploma (C) Correction in Documents (✓) - (i) Grade/Mark Sheets (ii) Provisional Certificate (iii) Degree (iv) Diploma (D) Documents on special request (✓) - (i) Degree (ii) Diploma Tick the application type according to your requirements and pay the fee of Rs. 500 per document for application type (B) and (C). For Application type (D) a fee of Rs. 2500 and for (A) there is no fee required. Please complete this form and submit it to the Examination Office. Incomplete forms will not be considered.

Student Name: _____ Roll No.: _____

Father Name: _____ Mother Name: _____

Name of Programme (with specialization): _____

Type of student: Current: [] Alumnus: [] Direct 2nd Yr Admission: [] (tick in the appropriate box)

If current student, Semester _____ Mobile No.: _____

E-mail Address: _____

Address:- _____

Purpose for applying: _____

Documents required with this application form (Photocopies):

Any Government approved ID proof/Grade Sheets/Mark Sheets for all Semesters/Year, No dues

Only Fill in case of duplicate- Original copy of the FIR for lost of degree, Application Form with Affidavit. Payment of prescribed fee.

In case of Duplicate or Correction of Grade/Mark Sheets

Semester (tick, if any)- 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th **Semester (if all)** _____

Only fill in case of correction- Any Government approved ID proof, 10th Marksheet, application form.

To be filled in case of correction only

Correction required (✓) a) Student Name b). FName c). MName d). Programme Name e). Division f). Passing Year g). Roll No. h). Photograph i). Convocation Date j). Any other

Incorrect Field 1 _____ Incorrect Field 2 _____

Correct Filed 1 _____ Correct Filed 2 _____

Signature of the Student: _____ Date: _____

----- **Accounts/Cashier** -----

Received Rs. _____ by cash Payment No _____ or by DD/Bank Transfer No. _____ Dated:

_____ Cashier Name _____ Cashier Signature _____ Date _____

----- **(For office Use only)** -----

Verified By _____ Signature of Verifier _____ Date _____

CoE _____ Date _____