

Government College of Engineering, Karad

APPLICATION FOR OBTAINING

DUPLICATE/LOST GRADE CARD CORRECTION IN GRADE CARD

To,
The Principal,
Government College of Engineering
Karad-415124

Date: / /

Subject: To Issue Duplicate/Lost or Correction in Grade Card

R/s,

I _____ was admitted in FY / Direct SY of Degree B.Tech / M.Tech / MCA for Programme _____ with Registration No. _____ in Academic Year 20__ - __ and passed out in year 20__ - __.

I presume that the Grade Card has been lost beyond retrieval. I request you to provide me a duplicate Grade Card lost / misplaced / damaged by me.

I kindly request you to correct the name in the below issued Grade Cards. The documents required to support my claim are enclosed herewith.

Correct Name: _____

Sr. No.	Exam Session	Semester	SR. No. of Grade Card	Issued Yes/No	Dept. Sign
1					
2					
3					

Date: / /

Student's Signature

Place:

Name:

Mobile No.

I am enclosing herewith (Tick \checkmark mark applicable)

- Notarized Affidavit on Non-Judicial Stamp Paper of Rs.100/- before First Class Magistrate
 FIR Registered with Police Station Pay Rs.100 per Grade Card through [Online Payment](#) -> **Duplicate Marksheet / Grade Card Fee** available on institute website & attach receipt.
 Photocopies of lost Grade Card(s) **OR** Incorrect name Grade Cards & SSC Certificate if any

FOR OFFICE USE ONLY			
Verified by Student Sec. Name: Sign	Verified by MIS Section Name: Sign	Verified by COE Name: Sign	Received by Student Sign: Date: