



MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)

Rasipuram – 637 408, Namakkal Dist., Tamil Nadu

OFFICE OF CONTROLLER OF EXAMINATIONS

APPLICATION FOR OBTAINING DUPLICATE OF LOST/DAMAGED STATEMENT OF GRADES / CONSOLIDATED STATEMENT OF GRADES

1. Name of the Applicant (Block letters) :
2. Father's Name (Block letters) :
3. Degree and Branch :
4. Roll Number :
5. Sex :
6. Duplicate of Grade sheet required : Statement of Grades
 Consolidated Statement of Grades

- (i) If applying for Duplicate Statement of Grades,
furnish the month & year of exam for which
Statement of Grades is required (Month & Year) :
- (ii) If applying for Duplicate Consolidated Statement of Grades,
fill in the month & year of last appearance
in which qualified for the degree (Month & Year) :

7. Reason for applying duplicate grade sheet :
(Lost/Damaged)
8. Circumstances under which the grade sheet
was lost/damaged :
9. Whether the prescribed Non-Traceable
Certificate enclosed* :



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10. Address :

11. Mobile No. :

I solemnly declare that the particulars filled in by me are correct and in case of any discrepancy found therein, I shall be responsible for the consequences. I enclose the affidavit in prescribed format.

Place :

Signature of the Candidate

Date :

Forwarded

Head of Department

<u>FOR OFFICE USE ONLY</u>	<u>PAYMENT DETAILS</u>
<u>To Account Section:</u> Rs _____ may please be collected as fee for issuance of duplicate grade sheet. Controller of Examinations	Receipt No: Date:

DUPLICATE GRADE SHEET RECEIVED

Date :

Signature of the Candidate

* Not required for Damaged Grade Sheets.