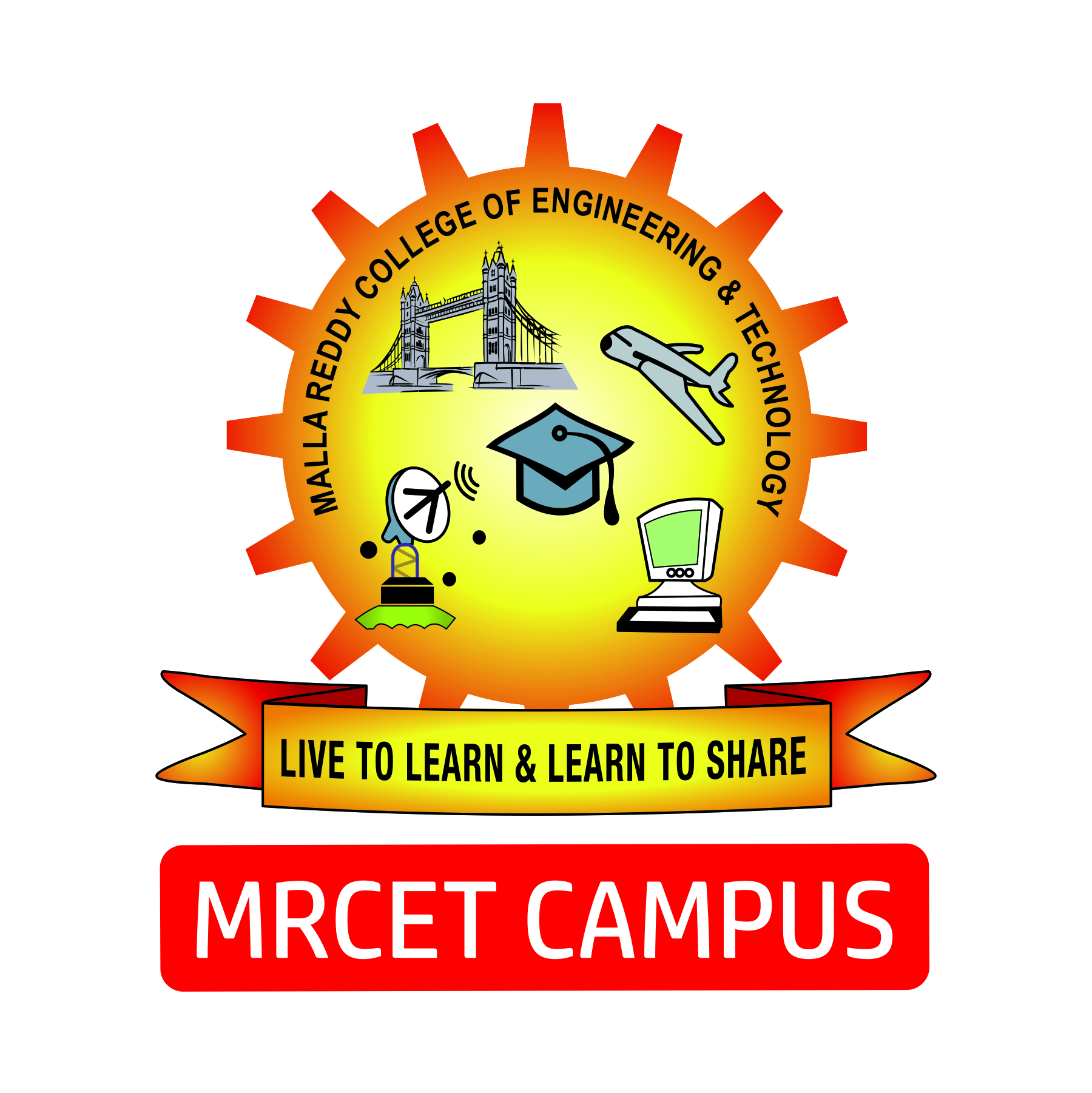
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**MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY**

**(Autonomous Institution – UGC, Govt. of India)**

(Affiliated to JNTU, Hyderabad, Approved by AICTE - Accredited by NBA & NAAC – ‘A’ Grade - ISO 9001:2015 Certified)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FOR DUPLICATE GRADE SHEET/CGS/PC**

Date:

To

The Controller of Examination

Examination Section, MRCET

Sir,

Sub: Issue of Duplicate GS/CGS/PC – Reg.

I,Mr./Ms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student of\_\_\_\_\_\_\_\_\_ (B.Tech./M.Tech/MBA) bearing the

Hall-ticket number requires duplicate GS/CGS/PC which are mentioned below.

1. a) If applying for Duplicate **Grade Sheet**, Fill the Month and Year of Examination for which Grade Sheet is Required:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Year - Semester | Regular | Supplementary **\*** | | |
| Month & Year | Month & Year | Month & Year | Month &Year |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |

\*If more than four appearances in any semester, it should be mentioned overleaf (backside)

b) If applying for Duplicate **Consolidated Grade Sheet**/**PC**, Fill the Month and Year of Last appearance in which qualified for the degree:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **Month & Year** | **CGS** | **PC** |
| **1** |  |  |  |

1. Total No. of duplicate grade cards required: \_\_\_\_\_\_(b)Duplicate CGS/PC required: \_\_\_\_

Total number of certificates required (a) + (b) \_\_\_\_\_\_x 500 =\_\_\_\_\_\_\_\_\_\_\_\_

DD No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BANK NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE OF THE CANDIDATE** PHONE NO:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### For Office Use

Issued on :

Reissue SI.no For Memo:

Reissue SI.no For PC:

Reissue SI.no For CGS: **Controller of Examinations**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**