Government College of Engineering, Karad

APPLICATION FOR OBTAINING DUPLICATE GRADE CARD

To, **Date: / /**
The Principal,
Government College of Engineering
Karad-415124

Subject: To Issue Duplicate 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.

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.
Email ID:

I am enclosing herewith (Tick √)

- ☐ 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 available on institute website & attach receipt
- ☐ Photocopies of lost Grade Card(s) 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: