



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)  
Dundigal, Hyderabad - 500043

## APPLICATION FOR ISSUE OF DUPLICATE GRADE SHEET/ CONSOLIDATED GRADE SHEET

**Nature of request : Duplicate Grade Sheet / Consolidated Grade Sheet**

1. Name of the Student :
2. Register Number :
3. Class, Semester and Branch :
4. Gender :
5. Contact address with phone number and email ID :

6. (a) If applying for duplicate grade sheet, fill in the Month and Year of Exam for which grade sheet is required:

(b) For duplicate Consolidated Statement of Grades, fill in the Month & Year of last appearance in which qualified for the Degree:

7. Circumstances under which the certificate was Lost :
8. Non Traceable Certificate - Enclosed : Yes / No
9. Xerox copy of the grade sheet for which duplicate is required attached (if available) : Yes / No

Place :

Date :

Signature of the Candidate

Recommendations of HOD: Permitted / Not-permitted

Signature of HOD

Recommendations of Principal: Approved / Not-approved

Signature of PRINCIPAL

### FOR OFFICE USE ONLY

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Grade sheet issued on:

CONTROLLER OF EXAMINATIONS

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\*Write as / Grade Sheets / Consolidated Grade Sheet (for Instructions see over leaf)

## INSTRUCTIONS

1. Duplicate grade sheet will be issued only when it is lost or destroyed irrevocably.
2. Application should be made **only by the candidate in the prescribed format** and should be sent to the Controller of Examinations through HOD. **Application received on behalf of the candidate** will not be accepted.
3. The prescribed fee should be paid in the College Administrative Office (Exams Section).
4. The following documents should be enclosed along with the application.
  - Non Traceable Certificate (CSR No., Date of Misplace, Police Station)
  - The application should be duly signed by the Head of the Department and Principal.
  - Xerox copy of the grade sheet for which duplicate is required (if available)
  - Payment acknowledgement.
5. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the duplicate grade sheet.
6. The fee for the issue of various duplicate certificate is as follow:

• Grade sheet (B.Tech/M.Tech/MBA)	--	Rs.300 per semester {multiply based on the no. of semesters}
• Consolidated Grade Sheet	--	Rs. 500 /-
• Provisional Certificate	--	Rs. 500 /-
• Degree Certificate	--	To be applied directly to JNTUH, Hyderabad
7. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Grade sheet is to be surrendered to the college immediately if the Original Grade sheet is recovered.
9. After submission, it will take 48 hours to process the duplicate grade sheet.