



SHREE VENKATESHWARA HI-TECH ENGINEERING COLLEGE

(An Autonomous Institution, Affiliated to Anna University, Chennai)

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FORM FOR CORRECTION IN GRADE SHEET / CONSOLIDATED GRADE SHEET

1. Student Details as per Grade sheet

Date:

1	Name of the Student (Block Letters)			
2	Register Number		Date of Birth	
3	Programme and Branch		Year of Study	I / II / III / IV
5	Mobile Number		Gender	
4	Email ID			
6	UMIS Number		EMIS Number	

2. Correction Requested Details:

1	Category (Put Tick (✓) which is applicable)	Grade Sheet / Consolidated Grade Sheet		
2	Number of grade sheets to be corrected : (Fill the grade sheet Serial No. and Folio No. below)			
	Semester: I Sl.No:	Semester: II Sl.No:	Semester: III Sl.No:	Semester: IV Sl.No:
	Semester: V Sl.No:	Semester: VI Sl.No:	Semester: VII Sl.No:	Semester: VIII Sl.No:
3	Consolidated Grade Sheet Serial No. (If needed) :			
4	Type of corrections (Tick (✓) the Requirements) (If Photo means Affix Passport size Photograph)	1. Name 2. DOB 3. Gender 4. Photo 5. Others (Specify)		
5	Mention the proof for correction (Tick(✓) and attach the any one Proof for Correction)	1. SSLC Mark sheet 2. HSC Mark sheet 3. Aadhaar Card 4. Others (Specify)		
6	<u>PAYMENT DETAILS:</u> Grade Sheet Correction: Rs.500/Sheet Consolidated Grade Sheet Correction: Rs.1000/Sheet			
Signature of the Applicant		Class Advisor	HOD	Principal

3. COE Office Use

Whether Submitted the OLD Grade sheets : Yes / No		
Payment Status:		
Grade Sheet issued on:	Prepared by:	Examined by:

Controller of Examinations