

PROCEDURE FOR NAME CORRECTION IN MARK SHEET/ GRADE SHEET

1. Candidates must apply for name correction in mark sheet/ grade sheet in the prescribed Application form available on our college website. (Applicable for Autonomous R24 Sem I to VIII and University R19 Sem III, IV, V and VI).
2. The candidate should submit the duly filled application form along with requisite fees paid receipt and original mark sheets/ grade sheets in person to Controller of Examinations (examcellgst@sies.edu.in). If the candidate is unable to collect the Mark sheet/ grade sheet personally, parents of the candidate can collect the mark sheet on behalf of the candidate. They must show their government-issued ID along with candidate valid ID to the Examination Cell while collecting the mark sheet.

Documents required.

- Candidates must submit the application form, along with fees paid receipt and all original grade sheets/mark sheets on which name correction is required.
 - The Candidates will be issued the updated marks/grade sheets duly signed by the Controller of Examinations/ Principal within 15 working days.
 - All the surrendered original marks/ grade sheets will be retained by the Office of the Controller of Examinations.
 - The fee for issue of Transcripts is Rs. 200/- (Rupees two hundred only) per mark/ grade sheet has to be paid in the form of cash at college office.
3. Candidate can collect the updated original mark sheet/ grade sheet from Examcell once they receive confirmation mail from Examcell by showing candidate valid ID card. Original mark sheet/ grade sheet will not be handed over to any other person except the candidate or his/ her parents. Parents must produce their as well as candidate valid ID proof while collecting the original mark / grade sheet/s.

Processing time of mark/ grade sheet will be minimum 15 days from the date of receipt of the application form and receipt of payment by the Examination Cell.

SIES Graduate School of Technology (Autonomous)
(Affiliated to University of Mumbai)
Plot-1-C/D/E, Sector V, Nerul, Navi Mumbai- 400706

Application No. : _____

Date: _____

Application for Name correction in Mark sheet/ Grade sheet

Name of Student			
College Roll No./PRN no.			
Seat Number			
Class (SE/ TE/BE)			
Branch			
Contact No.			
Email ID			
Incorrect Name			
Correct Name			
Amount paid (Rs.)		Fee Receipt No. with date	
Signature of the Candidate with date		Corrected Marksheet Received Signature with date	

Note: Corrected mark sheet / grade sheet will be issued within 15 days after the receipt of requisition form.

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Acknowledgement from exam cell			
Date of receipt of application for Name Correction on Mark sheet/ Grade sheet		Receiver's signature (Examcell staff)	