

## **EXAMINATION BRANCH (AUTONOMOUS)**

### **PROCEDURE FOR CORRECTION OF NAME IN GRADE SHEET, CONSOLIDATED GRADE SHEET & PROVISIONAL CERTIFICATE**

(A) **Procedure:-** For correction or to change the name of Student/Father/Mother in the Grade Card/Consolidated Grade Card/ Provisional Certificate issued from MLRIT, a candidate has to write an application (in prescribed format given below) addressed to the Controller of Examination, MLRIT, mentioning the correction of name in the Grade Card/ Consolidated Grade Card/ Provisional Certificate. The following documents should be enclosed to the application for correction of name:-

1. All Consolidated Grade Card/ Provisional Certificate (if issued to him by MLRIT) in original.
2. photocopy of 10th class mark sheet.
3. Payment sum of Rs. 100/- per grade card, Sum of Rs. 500/- per Consolidated Grade and sum of Rs. 500/- for Provisional Certificate Rs 500. The payment must be made through a Demand Draft in favor of MLR Institute of Technology.
4. Submit the application along with above mentioned documents and bank Demand Draft to the following address:

Controller of Examination  
Examination Section  
MLR Institute of Technology

(B) **Check List:-** Candidate should check the followings before sending the application for correction of name in grade card:-

1. Application with mobile no.
2. Payment Receipt(D.D.)
3. All the Grade Cards/ Consolidated Grade Card/ Provisional Certificate issued by MLRIT in original.
4. Copy of 10th class marksheet.



**MARRI  
LAXMAN  
REDDY**

GROUP OF INSTITUTIONS

# MLR Institute of Technology

**AUTONOMOUS**

Affiliated to JNTUH, Approved by AICTE, Accredited by NBA & NAAC

Marri Laxman Reddy Avenue, Dundigal, Hyderabad - 500 043, www.mlrit.ac.in

**EXAMINATION BRANCH  
(AUTONOMOUS)  
APPLICATION FOR CORRECTION OF NAME IN GRADE CARD /  
CONSOLIDATED GRADE CARD/ PROVISIONAL CERTIFICATE**

To  
The Controller of Examination  
Examination Section, MLR Institute of Technology  
Dundigal, Hyderabad – 500 043

**Subject:- Application for correction of name in GC/CGC/PC.**

Sir / Madam, I am/was a student of MLR Institute of Technology, Dundigal, Hyderabad. I appeared the (name of degree) \_\_\_\_\_ Degree in (branch) \_\_\_\_\_, H.T. No \_\_\_\_\_ from MLR Institute of Technology. The grade card/consolidated grade card/provisional certificate has been misprinted/mis-spelled in the name of Student/Mother/Father. Therefore, I kindly request you to correct the name in above issued grade card/consolidated grade card/provisional certificate. The required documents to support enclosed herewith. My D.D. No. is \_\_\_\_\_ amount \_\_\_\_\_ dated \_\_\_\_\_. (Write below the correct name as per 10th certificate, to be printed on Grade Card/ Consolidated Grade Card/ Provisional Certificate):

(A) Student Name : \_\_\_\_\_

(B) Father Name : \_\_\_\_\_

(C) Mother Name : \_\_\_\_\_

**Original Documents Submitted(Count):**

No of Grade Cards :                  Consolidated Grade Card :                  Provisional Certificate :

Mobile No:

Yours faithfully

Signature :

**For Office Use**

Accepted /Rejected

If rejected reason :

**Controller of Examinations**

Note: Enclosures: 1. D.D(Fee).                  2. Copy of 10th class marksheet.  
3. Original Grade Cards/ Consolidated Grade Cards/ Provisional Certificate