



Examination Section

Application for,

1. Provisional Degree Certificate 3. Duplicate Grade card
 2. Consolidated Grade card 4. Transcripts (No. of Copies ___)
 5. Name Correction

1	Name of the Candidate (In Block Letters)		
2	USN		
3	Course		Semester
4	Branch		
5	Month & Year of Passing		
6	Details of Fee Paid		
7	e-Mail ID		
8	Phone / Mobile No.		
9	Mailing Address (if necessary)	Pin:	

Particulars

Semester	Subjects with Code No.	Year and Month of Completion	CGPA
1			
2			
3			
4			
5			
6			
7			
8			

NAME Correction Box

	As printed	To be corrected to read as
Name of the Candidate		
Name of the Father / Mother		

Place :

Date :

Signature of the Candidate

The information furnished is correct as per records

For Office Use Only
Documents to be Submitted

P.T.O

1 **Provisional Degree Certificate**

- Photo copy of all Grade card
- Fee Paid Receipt
- Filled application

2 **Consolidated Grade card**

- Photo copy of all Grade cards
- Fee Paid Receipt
- Filled application

3 **Duplicate Grade cards**

- Police Complaint acknowledgment
- Affidavit of 20/- Stamp paper giving details of USN, Sem, Month & Year of Exam
- Fee Paid Receipt
- Filled application

4. **Transcript**

- Photo copy of all Grade card
- Fee Paid Receipt
- Filled application

5. **Name Correction**

- Photo copy of SSLC Marks card
- Photo copy of all Grade cards
- Surrender Original Grade card
- Fee Paid Receipt
- Filled application

Fee Structure

Certificates / Grade cards	<u>Fees</u>	
Provisional Degree Certificate	1000/-	
Duplicate Grade card	Per Grade card	600/-
Consolidated Grade card	For each Semester	500/-
	All Semesters in Single sheet	1000/-
Transcripts per Application	1 st copy	500/-
	Subsequent copies	300/- each
Name Correction	Per Grade card	500/-

Bank details

Name of the Bank	Punjab National Bank
Branch	SJCE Campus Branch
Account No.	3950002100000019
IFSC	PUNB0395000

Payment Options

Applicant shall submit the relevant documents as mentioned above along with duly filled and signed application format by hand/post with prescribed fee

1. In the form of **Demand Draft** drawn in favour of “**The Principal, SJCE**” payable at Mysuru for taking further action.
2. In the form of NEFT or Net Banking to above bank details.

Note: Incomplete information in application are liable for rejection.

In Case:-

- 1) In the absence of the student, authorization letter is necessary at the time of receiving any documents.
- 2) **The Original Identity Card** should be produced at the time of receiving the documents.

Documents that can be submitted: Driving Lisence, Aadhar, Passport, PAN, Voter ID or College ID