

Procedure for Obtaining Duplicate Grade Card/s

- (A) **Procedure:** To get a duplicate Grade Card in the event of loss / damage of Original Grade Card, write an application (in prescribed format given below) addressed to the **Controller of Examinations**, MIT Art, Design & Technology University, Pune for issuing duplicate Grade Card mentioning the loss/damage of his/her original Grade Card.

The duplicate Grade Card will be prepared as same as Original one except the inscription of 'DUPLICATE' on top of the duplicate Grade Card.

The following documents are to be enclosed with the application for duplicate Grade Card:

- i. A self-attested photocopy of **Grade Card/s (IF AVAILABLE)**.
- ii. Payment Receipt / Bank Challan / Online Receipt for a sum of Rs. 500/- per Grade Card. The link for Online Payment is available in the University website.
- iii. Concerned Candidate has to send / submit the application along with above mentioned documents and bank challan to the following address:

*Controller of Examinations
Examination Section
MIT Art, Design and Technology University
Rajbaug, Loni Kalbhor,
Pune – 412 201, Maharashtra State*

- (B) **Charges/Fees:** Candidate has to pay an amount of **Rs. 500/- per Grade Card** in the Account Department of the University OR through Bank Challan OR Online Payment Gateway link available on the University website. On completion of Online Payment, candidate must take print out of the payment receipt for submission along with the application.

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

1. Application with mobile No., e-mail id and postal address.
2. Payment receipt for Rs. 500/- per Grade Card.
3. A self-attested photocopy of **Grade Card/s (If Available)**.

- (D) **Issue of Grade Card:** Duplicate Grade Card will be issued to the Candidate within a week from the date of receipt of the complete application form in all respect.

- (E) **Clarification.** Candidates can send their queries, if any, to: coe@mituniversity.edu.in and get clarification.

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD

Date: / /

A) General Information:

Student Enrolment No.: _____

Program: _____

Full Name: _____

Address: _____

City / Village: _____ Pin: _____

Contact No.: Mobile No. _____ Resi.: _____

E-Mail: _____

B) Academic Information:

For Duplicate Grade Card/s:

Semester	Passing Month & Year	Exam Type (Regular/ Backlog)

C) Reason for seeking the Duplicate Grade Card:

Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge. I request you to please issue me the Duplicate Grade Card/s as mentioned above.

Signature of Student

For Examination Office Use

Approved:

Not Approved:

Prepared by

Controller of Examinations

Verified by

Duplicate Grade Card Issued On: _____

By Hand: _____

Through Post: Receipt No.: _____

Signature of Student: _____