

	BANNARI AMMAN INSTITUTE OF TECHNOLOGY (An Autonomous Institution Affiliated to Anna University) SATHYAMANGALAM – 638 401	
Office of the Controller of Examinations		

**Procedure for applying
Duplicate Grade Sheet / Consolidated Statement of Marks and Grade Sheets**

1. The applicant shall submit a written request for issuing a duplicate grade sheet / consolidated statement of marks and grade sheets to the office of the controller of examinations along with an Affidavit as per the specimen, typed on a Rs. 20/- stamped paper and affirmed by a Notary Public.

2. The applicant has to pay Rs. 200/- per duplicate grade sheet / Rs. 300/- per duplicate consolidated statement of marks and grade sheets by cash in college office (cash in the form of cheque will not be accepted).

3. The applicant has to submit the following documents to the office of the CoE :
 - a) Request Letter
 - b) Affidavit
 - c) Fees Receipt

4. The outstation applicants may send all the above documents by registered post and shall attach a self addressed A4 size cloth lined cover for issuing the grade sheet / consolidated statement of marks and grade sheets through an authorized person (along with a letter authorizing him/her to receive on his/her behalf).

5. If the grade sheet / consolidated statement of marks and grade sheets are damaged, the applicant must surrender the damaged sheets and pay the fee of Rs. 200/- per grade sheet / consolidated statement of marks and grade sheets. It will be issued within 10 days.