



Ramakrishna Mission Vivekananda Educational and Research Institute

(Deemed-to-be University as declared by Government of India under Section 3 of UGC Act, 1956)
[Formerly Known as Ramakrishna Mission Vivekananda University], Belur Math, West Bengal, India

APPLICATION FORM FOR RECTIFICATION IN GRADE-SHEETS & CERTIFICATES

To The Vice Chancellor / Registrar / Controller of Examinations

Ramakrishna Mission Vivekananda Educational and Research Institute, Belur Math, Howrah, West Bengal - 711202

Respected Maharaj / Sir

I want the following rectifications in my grade-sheet / certificates: (Strike-off whichever is not applicable) against the following information:

Name in full (in block letters):

ID No. :

Course of Study:

School/ Faculty Centre:

Have you earlier received the above mentioned certificate(s) (Yes/No):

Rectification required in the grade-sheet / certificates:

Sl	Particulars of Grade-sheet / Certificate	Wrong version	Correct Version

Address for correspondence:

Contact No.:

E-mail:

Amount of fee paid: Rs. _____ (enclose the receipt); Online payment order no. _____

Declaration of the Applicant

Statements made above are true and correct and the original grade-sheet(s) / certificate(s) is/are enclosed along with this application form. (*strike off whichever is not applicable*)

Date :

Full Signature of the applicant

Recommendation of the Administrative Head / Dean / HOD / Course-Coordinator

The particulars stated above have been checked and found to be correct to the best of my knowledge. The above mentioned grade-sheet(s) / certificate(s) may be issued to the student.

Full Signature of the Administrative Head/ Dean /HOD/ Course-coordinator with Seal and Date

Notes for the Applicant:

1. Fee: Rs. 50/- gradesheet and Rs 200/- for transcript/degree certificate, if the rectification is requested after 1 month from the issue-date mentioned in the certificates/ gradesheet; Urgent: double of the normal fee (to be delivered within next 3 working days by hand at Belur subject to the convenience of the office at Belur).
2. If the student wants the certificates to be sent by speed/registered-post then he/she has to deposit Rs.100/- extra.
3. Original copies of the gradesheet(s) and certificate(s) mentioned above are to be enclosed.