



VIMALA COLLEGE (AUTONOMOUS), THRISSUR

APPLICATION FOR DUPLICATE MARK LIST / GRADE CARD

Name of the Candidate :
(in block letters)

Address of the candidate :
(in Capital Letters with Pin Code)

Mobile Number :

Name of the Course/Programme :

Register Number :

Details of Programme studied

Semester	Month & year of study	Mark/ Grade obtained	Remarks
1			
2			
3			
4			
5			
6			

Details of fee remitted:

Transaction ID	Amount	Date	Name of Remittance

Details of paper notification

Name of newspaper	Date	Page number

Address to which duplicate mark list/grade card is to be sent
(In Capital Letters)

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P I N.....

UNDERTAKING

I undertake that if the original mark list/Grade Card is recovered, I will intimate the CoE of the college and surrender the same.

Place:

Date:

Signature of the Applicant

Enclosures required

1. Newspaper bearing the notification
2. Affidavit
3. Chalan receipt (original)
4. Copy of lost Grade Card (if available)

Instructions

1. Newspaper notification should contain all the details like Register Number, Year of study, Name of programme, Name of institution, reason for loss etc.
2. Affidavit should be in stamp paper worth Rs. **100** (from First Class Judicial Magistrate)
3. Affidavit should be obtained only after the expiry of 15 days of paper notification.