



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
APPLICATION FOR INCORPORATING CORRECTIONS**

Please " ✓ " in appropriate box

MARKS & GRADE SHEET	
CONSOLIDATED MARKS SHEET	
PROVISIONAL CERTIFICATE	
DEGREE CERTIFICATE	
TRANSFER CERTIFICATE	
CONDUCT CERTIFICATE	
COURSE COMPLETION CERTIFICATE	

1	Name of the candidate (in CAPITAL letters)	
2	VTU No	
3	Register Number	
4	Number of Grade & Marks sheets / other Certificates submitted for correction	
5	Amount of fee paid	
6	Date of remittance of fee	
7	Online Transaction Number {Proof for payment of fee to be attached}	
Particulars of Original Grade & Marks sheets / Consolidated Marks sheet / Provisional Certificate/ Degree Certificate /TC/CC/CCC etc. submitted for correction.		
Description		No. of copies

SIGNATURE OF THE CANDIDATE

INSTRUCTIONS

- Fee for correction of
 - Marks & Grade sheets/TC/CC/CCC for each is Rs. 200 /-
 - Consolidated Statement of Marks/ Provisional Certificate is Rs.500/-
 - Fee for correction of Degree Certificate is Rs. 1000/-
- Certificates issued by the Board of School / Higher Education should be submitted for correction of name or initial
- Corrections in any documents will be entertained only once upon submission of valid proof