



St. Xavier's Catholic College of Engineering

An Autonomous Institution Affiliated to Anna University, Chennai

Chunkankadai, Nagercoil – 629003

Office of the Controller of Examinations

Application for Correction in Grade Sheet

Name of the Candidate			
Register Number			
Degree and Branch			
Type of Correction(s) (tick)		Name/Date of Birth/Others Specify if others:	
Correction(s) Requested			
Month and Year of Exam	Wrong Detail Printed in the Grade Sheet	Correct Detail to be Printed in the Grade Sheet	
Total Number of Grade Sheets			
Enclosed the Copy of SSLC/HSc Mark Sheet for the Correction of Name or Date of Birth		Yes/No/NA	
Enclosed the Original Grade Sheet(s)		Yes/No	

Place:

Date:

Signature of the Candidate

Mentor

(Applicable for the current student)

Head of the Department

Principal

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For Office Use

Fee		Assistant	
Fee Paid and Date		Grade Sheet Issued on	
Serial Number		Folio Number	

Deputy Controller of Examinations

Controller of Examinations