



# 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 Duplicate Grade Sheet

- 1 Application for (tick) : Semester Grade Sheet(s) / Consolidated Grade Sheet
- 2 Name of the Candidate :
- 3 Register Number :
- 4 Degree and Branch :
- 5 Month and Year of Exam(s) for :  
which Duplicate Semester Grade  
Sheet(s)/Consolidated Grade Sheet  
is/are Required
- 6 Circumstances under which the :  
Grade Sheet(s) are Lost

#### Declaration

I ..... son/daughter of .....  
aged ..... years, an old/current student of St. Xavier's Catholic College of Engineering and  
residing at .....

.....  
do hereby solemnly and sincerely state that my semester grade sheet(s)/consolidated grade sheet  
issued by St. Xavier's Catholic College of Engineering has irrevocably been lost/destroyed. I  
will return immediately the duplicate grade sheet(s) to the Office of the Controller of  
Examinations, St. Xavier's Catholic College of Engineering once my original grade sheet(s)  
is/are recovered later. The facts stated above are true and correct to the best of my knowledge  
and if found false by the College, I shall abide by the decision of the College.

Place:

Date:

Signature of the Candidate

Recommended By

Mentor

(Applicable for the current student)

Head of the Department

Principal

.....  
**For Office Use**

<b>Fee</b>		<b>Assistant</b>	
<b>Fee Paid and Date</b>		<b>Grade Sheet Issued on</b>	
<b>Serial Number</b>		<b>Folio Number</b>	

**Deputy Controller of Examinations**

**Controller of Examinations**