

Expected date of Delivery.....

JADAVPUR UNIVERSITY

KOLKATA - 700032

APPLICATION FOR THE CORRECTED / REVISED GRADE CARD / MARKSHEET ARTS / SCIENCE / ENGINEERING

To
The Controller of Examinations,
Jadavpur University
Kolkata - 700032

Respected Sir,

With due respect I, Sri/Smt.

of department studying in

..... year would like to request you to issue me corrected / revised Grade Card/
Marksheet as described below.

Sl. No.	Year / Name of Exam.	Semester	Respective Session	Reason of Correction (Eg. BPx, Spelling Correction, etc.)
01.				
02.				
03.				
04.				

I passed my 1st year 1st Sem. Exam. in 1st year 2nd Sem. Exam.
in 2nd year 1st Sem. Exam. in 2nd year 2nd Sem. Exam.
in 3rd year 1st Sem. Exam. in 3rd year
2nd Sem. Exam. in 4th year 1st Sem. Exam. in
4th year 2nd Sem. Exam. in 5th year 1st Sem. Exam. in
5th year 2nd Sem. Exam. in The relevant Grade Card / Marksheets
are attached herewith.

Soliciting your kind consideration.
With regards.

Yours faithfully,

Date :

Full Signature of the Candidate

Received an application for revised Grade Card / Mark Sheet from

Department of Arts / Science / Engineering Faculty (to be filled in by the
applicant)

Expected date of Delivery :

**Signature of Departmental Authority with date
Office of the Controller of Examinations**

Revised Grade Card / Mark Sheet will be issued on production of this receipt & identity.