



**MOUNT CARMEL COLLEGE, AUTONOMOUS
BENGALURU**

**Application form for issue of Duplicate Marks Card/ Name Correction/
Attestation / Migration Certificate / Consolidated Marks Card/Any Other**

1. Name (Block Letters):
(As per 12th Std Marks Card)
2. Admission No.
(As per Identity Card)
3. Program/Semester/Combination:.....
4. Examination Register No.
5. Specify the required Document

Date:

Signature of the Student

- Note:** 1. The name of the document, its enclosures, and fees to be paid is mentioned in page 2.
2. Documents will be issued after a minimum of 2 weeks.

SL. NO	NAME OF DOCUMENT	INFORMATION / ENCLOSURES TO BE FURNISHED BY THE CANDIDATE	FEEES TO BE PAID
1	Name correction in the Marks Card	Nature of correction to be effected in the Marks Card must be clearly indicated and Xerox Copy of X & XII Std or II PUC Marks Card (s) as proof for correction should be submitted.	Rs. 300/- + Rs. 100/- per year per Marks Card thereafter.
2.	Loss of marks cards & Issue of Duplicate Marks Card	A FIR to be lodged at the police station for loss of Marks Card, along with an affidavit on Rs. 20/- stamp paper giving all the particulars such as name of the college, course, combination, semester, Reg. No., year of passing the course and how the original marks card was lost. The affidavit has to be notarized & submitted to Jurisdiction police station to file a complaint for loss of certificates. The FIR copy & affidavit Copy along with the application has to be submitted.	Rs.300/- per Marks Card plus Rs. 100/- per year per marks Card for the 1 st five years. & thereafter Rs.200/- per year for every marks card.
3.	Consolidated Marks Card/Transcripts	One set of Xerox Copies of all the semesters/ years marks cards.	Rs.500/- per transcript.
4.	Migration Certificate	One set of Xerox copies of all the semesters/ years marks cards.	Rs.300/-
5.	Attestation of Certificates	Xerox copies of certificates along with the originals for verification.	Rs. 30/- per copy.
6.	Any other specific document, if permissible.	Xerox copies of certificates as required	Rs. 400/-per document .

Controller of Examinations