



MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NBA and NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

EXAMINATION BRANCH

Date: _____

APPLICATION FOR NAME CORRECTION IN MEMO/PC/CGM

To
The Controller of Examinations,
Marri Laxman Reddy Institute of Technology and Management Dundigal,
Hyderabad – 500 043

Subject:- Application for Name/Father Name/Gender in Certificates – Reg.

Respected CE,

With reference to the subject cited, I Mr./Ms. _____
a student of **B.Tech./M.Tech./MBA** bearing hall ticket number _____
in the branch of _____ requires **Name/Father Name/Gender Corrections** which
are mentioned below.

(Write below the correct name as per 10th certificate, to be printed on GM/PC/CGM.)

Error exists in	Name Printed on Certificate	Required Correction	Change Required
Name			Yes / No
Father's Name			Yes / No
Gender			Yes / No

After incorporation of the corrections, the below mentioned certificates are required to be printed.

SNo	Semester	Regular	Supply - 1	Supply - 2	Supply - 3
		Month & Year	Month & Year	Month & Year	Month & Year
1	I Sem				
2	II Sem				
3	III Sem				
4	IV Sem				
5	V Sem				
6	VI Sem				
7	VII Sem				
8	VIII Sem				

Original Documents Submitted (Count):

No of Grade Memos:

Consolidated Grade Memo:

Provisional Certificate:

Signature of the Student

Controller of Examinations

Enclosures:

- **Submit the application along with Online Fee receipt.**

EXAMINATION BRANCH

PROCEDURE FOR NAME CORRECTION IN GRADE MEMO, CONSOLIDATED GRADE MEMO & PROVISIONAL CERTIFICATE

- (A) **Procedure:-** For correction or to change the name of Student/Father/Mother in the Grade Memo/Consolidated Grade Memo/ Provisional Certificate issued from MLRITM, a candidate has to submit an application (in prescribed format given below) addressed to the Controller of Examination, MLRITM, mentioning the correction of name in the Grade Memo/ Consolidated Grade Memo/ Provisional Certificate.
- (B) The following documents should be enclosed to the application for correction of name:-
1. All Grade Memos/Consolidated Grade Memo/ Provisional Certificate (if issued) in original.
 2. Photocopy of 10th class mark sheet.
 3. Payment of Rs. 100/- per grade memo, Rs. 500/- per Consolidated Grade and Rs. 500/- for Provisional Certificate. The payment must be done in **student ERP login**.
 4. Submit the application along with above mentioned documents and online Fee receipt to the following address:
Controller of Examination,
Marri Laxman Reddy Institute of Technology and Management, Hyderabad-500043.
- (C) **Check List:-** Candidate should check the followings before submitting the application for name corrections:-
1. Application with mobile no.
 2. Online Payment Receipt
 3. All the Grade Memos/ Consolidated Grade Card/ Provisional Certificate issued by MLRITM in original.
 4. Copy of 10th class mark sheet.



BHUSHAN KUNDETI
CONTROLLER OF EXAMINATIONS

Sd/-
Dr.K.V.REDDY
PRINCIPAL