



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

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



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EXAMINATION BRANCH

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

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

Subject:- Application for correction of name in GM/CGM/PC.

Respected CE,

I am/was a student of MLRITM, Dundigal, Hyderabad. I appeared the B.Tech/M.Tech/MBA Degree in (Branch/Specialization) _____, bearing Hall Ticket. No: _____. The grade memo/consolidated grade memo/provisional certificate has been misprinted/mis-spelled in the name of Student/Mother/Father. Therefore, I kindly request you to correct the name in above issued grade memo/consolidated grade memo/provisional certificate.

(Write below the correct name as per 10th certificate, to be printed on Grade Memo/ Consolidated Grade Memo/ Provisional Certificate):

(A) Student Name :

(B) Father Name :

(C) Mother Name :

Original Documents Submitted (Count):

No of Grade Memos: Consolidated Grade Memo: Provisional Certificate:

Mobile No:

Yours faithfully

Student Signature:

For Office Use:

Accepted /Rejected

If rejected reason:

Controller of Examinations

Note: Enclosures: 1. Online Fee receipt. 2. Copy of 10th class mark sheet.

3. Original Grade Memos/ Consolidated Grade Memo/ Provisional Certificate