

## **INSTRUCTIONS TO THE STUDENTS**

Procedure for Duplicate Mark sheet:

1. Take the print of application form for Duplicate Mark sheet is given on page number 2
2. Attached copy of Notarised Affidavit, Missing police station complaint and Photocopy of lost Mark sheet(s).
3. Submit the hard copy of filled in application form to college office between 10:00 am to 3:00 pm.
4. College will provide Duplicate Mark sheet charging Rs.50/-.
5. Duplicate Mark sheet will be issued within 7 working days from the submission of application.
6. For any query, Contact college office phone number 8655143915

From:  
Mr./ Ms \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email ID: \_\_\_\_\_  
Date: \_\_\_\_\_

To,  
I/c. Principal,  
Pravin Gandhi College of Law,  
Mithibai College Campus, 8<sup>th</sup> floor,  
Bhaktivedant Swami Marg,  
Vile Parle (W), Mumbai-400056.

**Subject: Application for Duplicate Mark Sheet**

Respected Madam,

This is to inform you that I am studying in \_\_\_\_\_ B.L.S./ LL.B. Roll No. \_\_\_\_\_ Div. \_\_\_\_\_  
SAP No. \_\_\_\_\_ in Academic Year \_\_\_\_\_.

I wish to apply for the Duplicate Mark Sheet \_\_\_\_\_

Kindly Issue Duplicate Mark Sheet.

Yours faithfully,

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
**[For Office Use]**

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Approved by :- \_\_\_\_\_

Receipt No:- \_\_\_\_\_

Sign with Date:- \_\_\_\_\_