

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

SVKM's
Pravin Gandhi College of Law
Application Form

(Note: Incomplete forms will not be considered)

1. Name:

(First Name) (Last Name) (Father's First Name) (Mother's First Name)

2. E-mail Address: _____

3. Student No. (SAP No.): _____ Roll No.: _____

4. Status of student: Current: ☐ Alumnus: ☐ Direct 2nd Yr Admission: ☐ (tick in the appropriate box)

5. Name of Program (with specialization): _____

6. Mobile No/s. _____

7. Please select from following (tick in the appropriate box):

Percentage Letter ☐ Duplicate Grade Card ☐ Provisional Letter ☐

Duplicate Passing Certificate ☐ Name Correction in Grade Card / Passing Certificate ☐

Special Certificate** ☐

** Please mention the type of Certificate: _____

*If applying for name correction, mention the correct name below (as per valid document)

(Last Name) (First Name) (Father's First Name) (Mother's First Name)

8. Documents required with this application form:

- a. Attested Grade Sheets / Mark Sheets
- b. FIR copy & Affidavit in case of duplicate grade card / passing certificate.
- c. Valid document/s in case of name correction
- d. Copy of the form of the Foreign University/Institution, the student wishes to apply (Transcript)

Signature of the Student / Parent / Guardian (with Date): _____

----- (For office Use only) -----

Fees to be paid: Rs. _____ Receipt No. _____ Officer's Signature and date: _____

Forwarded to Examination Dept. (Date) _____