MITADTU/Exam/2022-23/361   Date: 15.09.2022

Procedure for Obtaining Duplicate Grade Card/s

(A) Procedure: To get a duplicate Grade Card in the event of loss / damage of Original Grade Card, write an application (in prescribed format given below) addressed to the Controller of Examinations, MIT Art, Design & Technology University, Pune for issuing duplicate Grade Card mentioning the loss/damage of his/her original Grade Card.

The duplicate Grade Card will be prepared as same as Original one except the inscription of 'DUPLICATE' on top of the duplicate Grade Card.

The following documents are to be enclosed with the application for duplicate Grade Card:

   i.   A self-attested photocopy of Grade Card/s **(IF AVAILABLE)**.
   ii. Payment Receipt / Online Receipt for a sum of Rs. 500/- per Grade Card.
   iii. Concerned Candidate has to send / submit the application along with above mentioned documents to the following address through his / her Director / Principal / HoI:

   The Controller of Examinations
   Examinations and Evaluation Department,
   MIT Art, Design and Technology University,
   Vishwaraj Baug, Loni Kalbhor, Pune – 412 201, MS.

(B) Charges/Fees: Candidate has to pay online an amount of **Rs. 500/- per Grade Card** by using the following link / QR Code of the University Examination Department. On completion of the online payment, the candidate must take print out of the payment receipt for submission along with the application.
Online Payment Link and QR Code:
https://payments.billdesk.com/bdcollect/bd/MITArtsDesignTech/10032

(C) Issue of Corrected Grade Card: Duplicate Grade Card/s will be issued to the Candidate within a week from the date of receipt of the complete application form in all respect.

(D) Clarification: Candidates can send their queries, if any, to: coe@mituniversity.edu.in and get clarification.

(Dr. Dnyandeo Neelwarna)
Controller of Examinations

Encl: Application Form

APPLICATION FORM FOR OBTAINING DUPLICATE GRADE CARD

Date: /   /   .

A) General Information:

Student Enrollment No.: _____

Programme: _____

Full Name: _____

Address: _____

City / Village: _____ Pin: _____

Contact No.: Mobile No._____ Resi.: _____

E-Mail: _____

B) Academic Information:

I. For obtaining duplicate Grade Card:

Semester No.	Examination Season	Exam Type (Regular/ Backlog)

C) Reason for seeking duplicate Grade Card: _____

Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge. I request you to please issue me the Duplicate Grade Card/s as mentioned above.

Signature of Student

For Concerned School / Institute	
Application Checked by	Director / Principal / HoI
For Examination Department	
Office Record / Verified by	Approved [ ] Not Approved [ ] Controller of Examinations
Certificate Issued On:	By Hand:
Through Post: Receipt No.:	Signature of Student: