

To

The Deputy Controller of Examinations, Gauhati University

Through the Principal,College/Mahavidyalaya

Date:

Sub: Name correction/ Subject correction/ Withheld result/ Grade sheet correction

Sir,

I, the undersigned fervently request you do the needful in respect of the subject mentioned above.

A.- Name correction- In the Admit Card/Grade sheet

B.- Subject correction/ Switchover from Major to General Course (Mention subjects)

C.- Withheld result- W1/ W2/W3/W4/W5

D.- Grade sheet correction:

- *Missing of Subjects/Papers name and mark*
- *Wrong placement of subject*
- *Printing error in the grade sheet*
- *Issue of duplicate grade sheet*
- *Absent in appeared subject*

Signature of candidate

Name-.....Ph. No.....E.mail.....

TDC (B.A./ B.Sc./B.Com.)..... Semester Examination, 201....

Roll..... No.....Regn No.....of 201...

Forwarded and recommended

Principal

(Seal)

Documents to be enclosed:

For A & B- Xerox copy of Admit Card and Registration Certificate and earlier grade sheets to be corrected

For C & D- Xerox copy of Admit Card and Registration Certificate and earlier grade sheets to be corrected
Top sheet and attendance sheet. Payment receipt/Demand draft(In favour of registrar, GU,
Payable at SBI GU) in case of duplicate gradesheet.

(If Admit card, Registration certificate or Grade sheet not received, mention specifically)

Put tick (v) wherever applicable.

