



FORMAT FOR UPDATION IN MARKS

To
HOD,
Secrecy Office,

Date: _____

Campus: PCE

Branch: CIV CSE ECE EE IT ME EIC

Registration No.: _____ University Enrolment No.: _____

Name of Student: _____ Father's Name: _____

Mobile No. : _____ Poornima Email ID: _____

Kindly update my academic result in your records:

Semester for which you want to update the result (tick anyone)

I Sem II Sem III Sem IV Sem
 V Sem VI Sem VII Sem VIII Sem

Subjects for which you want to update the result (all fields are mandatory)

S.No.	Subject Code	Subject Name	Previous Marks		Updated Marks	
			Status (Fail/Pass)	Marks	Status (Fail/Pass)	Marks
1.						
2.						
3.						

Documents to be attached:

1. Photocopy of Updated Marksheet with self attestation.

I declare that all information furnished above is 100% correct & authenticated. If any discrepancy/data mismatch is found. Thereafter I shall be 100% responsible & liable.

Name & Signature with Date

-----**For Office Use Only**-----

Your request for updation of marks has been accepted. It shall be updated within next 24 working hours.

Date & Seal
of Institution

Name & Signature of
Officer in charge