



No. Office/Dept./2021

29<sup>th</sup> August, 2021

## **NOTICE**

Students of all classes are hereby informed that, with effect from 01<sup>st</sup> September 2021, they will be charged a fee of Rs 200/- for duplicate marksheets and also, if they need a fresh marksheet, because of any corrections, such as in their name etc.

Please note that the Sem-I (First Year) students are required to verify their names on Student Portal/SAP Portal of the institute after the admissions and bring it to the notice of the college authorities, if there are any changes to be effected in their name. Once verified and the records are put in place, for any subsequent changes to be effected thereafter and for subsequent issuance of a fresh marksheet, the above charges will be applicable.

Best wishes!

Dr. Hari Vasudevan  
(Principal)

To,

1. The Vice-Principal (Admin).
2. The Vice-principal (Academic).
3. Controller of Examinations.
4. Convener, EEC.
5. Registrar
6. Accounts Section