

GUIDELINES TO PROCESS MARKSHEET FROM COE OFFICE

- Marksheets distributed at COE office:
- All semester & Consolidate marksheets
 - Transcript
 - Duplicate marksheet

Month of distribution for both semesters:
❖ Odd Sem-December
❖ Even sem-June

- Distribution dates are communicated to department heads via a circular and are published on the website.
- Students can collect their mark sheets from the COE office on their designated date.

If they could not collect on a specific day, Prior information through mail should be communicated and a fresh date will be intimated.

If a student cannot collect their marksheet due to genuine reason, their parents can collect it with prior approval from the COE.

The document to be mailed/submitted for prior approval:
❖ Scanned copy of written authorization letter with the signature of the student.
❖ college and Adhar ID of the student
❖ Adhar ID of the authorized person

They have to submit copy of all the above mentioned ID proof and letters to the COE office while collecting the marksheets.

Requirement for collecting Marksheets:
❖ No Fees due.
❖ Need to show their original id card

- If there is any fee dues, the student should pay the same and bring the receipt duly signed by the ESRM.
- If they do not have an ID card, the department should authorize the student

- If any changes are found on the marksheet, student or department must report to the COE office within 10 days of issue.
- Beyond which a nominal fee will be charged for the same.

Type of errors:
❖ Name Change
❖ Initial change
❖ Credit missing
❖ Part IV title change
❖ Photo Problem
❖ Logo & Seal problem etc...

- If the error is due to wrong entry in CIS by the faculty – incharge.
- The faculty have to submit an explanation letter duly signed and forwarded by the HOD of the respective department to the COE.

Students / departments must report errors to the COE office, along with their issued marksheet. The Marksheet will be submitted to the Distribution incharge (DCOE).

The request for a marksheet is reported to the Controller of Examination

After the re-issue approval, the Distribution incharge (DCOE) submits the request to the printing incharge (DCOE).

A fresh corrected marksheet is prepared within a week and submitted to the Distribution- incharge (DCOE).

Distribution incharge (DCOE) inform the student/department to collect the updated marksheets.

Transcript

To process a transcript, the student must send a request letter and their Consolidate marksheet through mail

The prescribed fee for Transcript process will be charged.

The payment of fees can be made through an online link in CIS.

After the COE approval, the transcript is processed.

The student informed to come and collect on particular date.

Duplicate Marksheet

The student must send a request letter along with the FIR copy through mail

The prescribed fee for duplicate process will be charged.

The payment of fees can be made through an online link in CIS.

Submitted for COE approval

After approval, the duplicate is processed.

The student informed to come and collect on particular date.