

Application for Name Correction

To,

The Dean,
Examinations & Evaluation,
Examination Cell,
Maharashtra Institute of Technology,
Chhatrapati Sambhajanagar.

Date:

Subject:- Regarding correction in First Name/ Father's Name/ Mother's Name/ Last Name.

Respected Sir,

Your are benignly informed hereby that my **First Name/ Father's Name/ Mother's Name/ Last Name** is printed wrongly in the grade sheet issued by the Examination Cell. You are requested to make necessary correction and issue corrected grade sheet.

Name:	Class:	Branch:	PRN:
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Exam Month	Sem.	Hall Ticket No.	Wrongly Printed Name	Name to be Corrected

Please issue me correct Grade Sheet as early as possible. Thanking you.

Encl. :- 1) Attested Copy of 10th /12th Certificate.
2) Original Grade Sheet(s) of semester(s).

Fees: Rs.200/- per semester

Yours Faithfully

Signature:-

For Office Only

Receipt No.-----

Name of Student:-

Amount Rs. -----

Hall Ticket No.:-

Date. -----

Contact No.:-

Cashier's Sig-----