Nagar Yuwak Shikshan Sanstha's

Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Website: www.ycce.edu, Email:principal@ycce.edu

Office of Controller of Examinations

FAQ

Q 20 : How to repair spelling /DOB/Mother Name in printed Grade Report ?

Ans 20:

The data entered by student at the time of admission is used on Exam form, Admit card, Grade report, Leaving certificate.

In view of correction in document, the student must apply to Registrar, YCCE.

Follow these steps.

- Write application mentioning clearly, wrong & right matter, details of document,
- Seek out permission to correction from registrar YCCE,
- Then go to account section to pay Rs 100 / per Grade Report / document,
- Then go to ERP section for correction.
- Finally submit the application to COE along with original misprinted document & Fee paid receipt for replacement of document.
- Better to check first exam form / first admit card and immediately do the same procedure to avoid financial liability.

Q 21 : What shall I do, if, I lost my grade Report ?

Ans 21:

The student shall apply to Registrar, for issuing duplicate Grade Report. Attach the following documents to application

- Affidavit on stamp paper worth Rs100/- &
- Fee paid receipt from account section (Rs 500/- per lost grade report) for duplicate document.
- If you found misplaced document at some later stage, it's your responsibility to return it immediately to COE office to avoid issues in document verification process required by your employer.

Prof D. R. Raut

Controller of Examination.