

Application for CGPA Conversion to Percentage

(Through Dept. Chairperson)

Date:

01	Name of the Student (CAPITAL LETTERS as on Grade Card)	
02	Father's / Mother's Name	
03	Programme & Branch	
04	USN	
05	ABC / NAD ID	
06	Phone Number	
07	Email ID	

*Affix your passport
size colour
photograph
attested by Dept.
Chairperson*

Details of Examination Passed

Semester / Year	Month & Year of Examinations appeared (To be filled by student)					
	1 st attempt	2 nd attempt	3 rd attempt	4 th attempt	5 th attempt	6 th attempt
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
IX						
X						

Details of fees paid:

Amount (₹)	Receipt No. & Date
1000/-	

The information furnished in this application is true to the best of my knowledge.

Date:

Signature of the student

Verification Note

All the documents have been <i>verified & found correct.</i>		
Signature of the Coordinator with date	SEAL	Signature of Chairperson with date
(Name: _____)		(Name: _____)

For office Use Only

Date of Submission of application: Name of the application Receiver: _____ Signature	Date of Receipt of Certificate: Receiver Name: _____ (Coordinator / Chairperson) Signature
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All documents have been <i>verified & found correct</i> Prepared by _____ Signature with date	All documents have been <i>verified & found correct</i> Verified by _____ Signature with date	Registrar (Evaluation)
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Note:

1. Minimum time to issue “CGPA Conversion Certificate” is six working days from the date of submission of application.
2. Incomplete application would be rejected & **submission of false information would attract penalty.**
3. Department has to preserve the photocopy of the CGPA Conversion Certificate issued & application.
4. **This application form has to be printed back-to-back only.**
5. **Fees once paid can't be refunded / adjusted.**

Enclosures:

1. Attested copies of all semester grade cards (pass & fail) printed both sides.
2. Fees paid receipt