



BUNTS SANGHA'S
S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT
STUDIES

APPLICATION FORM FOR DUPLICATE MARK - SHEET

For Office Use Only :
Misc. Rcpt. No.: _____
Dated : _____
Cashier's Signature :

Name : _____

Tel.No. _____
Cell No. _____
Date _____
Class _____
Roll No. _____
Academic Year : _____

The Principal
Bunts Sangha's
S.M.Shetty College of Science, Commerce &
Management Studies,
Powai,
Mumbai – 400 076

Respected Sir,

I wish to apply for DUPLICATE MARK – SHEET as same has been lost/misplaced by me at :
_____ on _____

Month _____ and Year _____ (Regular or additional, pl write clearly)
_____ for which the duplicate mark sheet is applied for.

Kindly issue the same to me.

Thank you.

Yours faithfully,

Signature : _____

I have enclosed : -

1. Fee of Rs.500/- per mark – sheet .
2. Duly notarized affidavit.
3. No Objection from Local Police station.

Office Remarks : _____

Received Duplicate Mark – sheet

Signature of student with date.

June 08, 2019

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies

Powai, Mumbai 400 076.

College phone nos. : 022 – 6132 7352 / 56 / 63 / 70.

Website : www.smsheettycollege.edu.in

E mail id : registrar@smsheettycollege.edu.in / college@smsheettyintitute.in

PROCEDURE FOR APPLYING FOR DUPLICATE MARK-SHEET

1. The application form for applying for **Duplicate Mark-sheet** is available in the college office / on college website. **There is no fee for the form.**
2. After filling the application form student has to **enclose an affidavit, NC from Local Police station.**
3. Get the application form **checked** at the counter no.1.
4. Deposit **requisite fees** of Rs.500/- towards the above with the cashier at counter no.5.
5. Submit back the **application form** in the office at counter no.1.
6. **Collect** the Duplicate mark-sheet after five working days from counter no.1

In case of any query students / parent can contact Registrar/Principal.