



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL-15

(An Autonomous Institute under Kakatiya University)

Office of the Controller of Examinations

APPLICATION FORM FOR ISSUE OF CONSOLIDATED GRADE SHEET (CGS) / PROVISIONAL CERTIFICATE (PC) / ORIGINAL DEGREE (OD) CERTIFICATE

Details of Examination			
ROLL NUMBER	PROGRAMME (B.Tech/M.Tech/MBA)	Branch / Specialization	Month & Year of Results declaration

1	Name of the Candidate (IN BLOCK LETTERS)					
2	Father's Name (IN BLOCK LETTERS)					
3	Mother's Name (IN BLOCK LETTERS)					
4	Address for Correspondence					
5	Mobile Number		E-mail			
6	Aadhaar Number (Attach copy of Aadhaar Card)					
7	Details of fee payment (Attach copy of On-Line payment reference)					
8	Particulars of Examinations passed	Semester	I	II	III	IV
		SGPA				
		Semester	V	VI	VII	VIII
		SGPA				
					CGPA	

Station :

Date :

Signature of the Candidate

No Dues Form:

Dept./Section	Remarks	Authorized signatory	Dept./Section	Remarks	Authorized signatory
Library			Scholarship Section		
Accounts Section			Academic Section		
Hostel			Head of the Dept.		

INSTRUCTIONS

1. As the original certificate is not issued till the date of the CONVOCATION when the degree is conferred, the PC and CGS will be issued to the candidate if this duly filled-in form is submitted to the Controller of Examinations, KITSW. OD will be issued upon receipt of the same from KU.
2. Self attested photo copies of the all grade sheets from I Semester (grade sheet with number, not internet downloaded grade sheet), Aadhaar Card, On-Line payment receipt and S.S.C memo should be enclosed to this form.
3. Candidate is instructed to be very careful about the entries to be made in the above columns. All entries should be in candidate's own handwriting and candidate will be held personally responsible for any incorrect entry made.

Enclosures : 1. Final Semester exam fee Receipt (Rs.3,000/-)
3. Aadhar Photo copy

2. SSC Photo copy
4. Photo copy of all Grade sheets