



# KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

(An Autonomous Institute under Kakatiya University)  
Opp: Yerragattugutta, Vill: Bheemaram, Mdl: Hasanparthy, Warangal – 506015 (T.S.)

## Office of the Controller of Examinations

### Application for Re-issue of Grade Sheet

Program	B.Tech./M.Tech./MBA		
Student Roll No.		Name of the Student	
Name of the Mother		Name of the Father	
Postal Address (with Pin code) (in block letters)			
Active Mobile No.		Alternate Mobile No.	
Whatsapp Mobile No.		Active e-mail id	
Reason for applying (Mention exact reason)			

**The applicant is advised to provide the exact details i.e. Semester, Month & Year of exam conducted, in the following table, for which the grade sheet is sought for. Examination Branch process the request, only for the information provided in the below table.**

### Details required for obtaining Re-issue of Grade sheet

Sl. No.	Semester	Exam conducted Month & Year (Regular)	Exam conducted Month & Year (Supplementary)	Exam conducted Month & Year (Supplementary)	Exam conducted Month & Year (Supplementary)	Exam conducted Month & Year (Supplementary)
1	I					
2	II					
3	III					
4	IV					
5	V					
6	VI					
7	VII					
8	VIII					
9	PC	Month & Year of Program completion				
10	CGS	Month & Year of Program completion				

Transaction Reference No. ...., Amount paid Rs. ...., Date of payment: .....

Place:

Date:

**Signature of the Candidate**

**Note:** A student has to pay an amount of Rs.500/- for each required grade sheet for Re-issue through KITSW Examination Branch Paytm payment gateway.

**Enclosure:1.Original Grade sheets 2. Photo copy of i) SSC Memo/CBSE class X Grade sheet ii) Aadhaar card**

-----

### Acknowledgement

Application received from Roll No. ...., Name : ..... for **Re-issue of Grade sheet**. Examination Branch shall examine it & if there are any further concerns regarding the application, shall contact you. If there are no issues to be addressed, the signed document will be issued within **5 working days upon submission of this acknowledgement**.