



# Shakuntala Krishana Institute Of Technology (KD64)

Bahabalpur, Sikandra, Kanpur (D)-209310

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## APPLICATION FOR ISSUE OF GRADE SHEET OF ..... SEMESTER/.....Year

From,

Student full Name : \_\_\_\_\_

S/O/- D/O \_\_\_\_\_

Course : \_\_\_\_\_ Year \_\_\_\_\_ Semester \_\_\_\_\_ Session. : \_\_\_\_\_ Roll No. \_\_\_\_\_

MOB. No. : \_\_\_\_\_ Date :- \_\_\_\_\_ Place \_\_\_\_\_

To,

The Principal / Registrar  
Shakuntala Krishana Institute Of Technology  
Near Sengur River Bridge, Bahabalpur, Sikandra,  
Uttar Pradesh – 209310.

**Subject: Application for issue Grade Sheet of .....semester / .....year.**

Respected Sir,

With due respect, I beg to state that I \_\_\_\_\_, a bonafide student of SKIT  
Campus Bahabalpur, Kanpur (D) \_\_\_\_\_ Course roll no. \_\_\_\_\_, batch 20.....-20.....

I have successfully completed my BBA/BCA .....year / Degree in June -202....., but my Grade sheet of  
.....semester/.....year has not been issued so far by the University. I therefore request you to kindly  
issue my .....semester/.....year mark sheet as early as possible.

..... Signature of the Candidate

Name : ..... Roll No.: ..... Enroll No.: .....

Course : ..... Year..... Contact No.: ..... Date : .....

**Enclosure :** 1. Admit card Photocopy 2. Adhar Card Photocopy 3. Xerox of Grade Sheet (1<sup>st</sup> to 7<sup>th</sup> sem)

**Office Use Only Record Verified BY**

.....  
Account section

.....  
Head Of Department

.....  
Registrar

Approved By .....  
(Registrar/Director)

Date: ..... / ..... /20

### **Notice:-**

- \* Students who have passed in the current year will get the mark sheet free of cost.
- \* Students who passed in previous years will have to pay a fine of Rs 500 per session year which is spent on the safekeeping of the mark sheet.