



ST MARY'S COLLEGE (AUTONOMOUS), THRISSUR-20

APPLICATION FOR SEMESTER WISE GRADE CARD

1	Name & Address of the Candidate (IN BLOCK LETTERS)	
2	Admission Number	
3	Register Number	
4	E mail –ID & Contact Number of the Candidate	
5	Name of the Department	
6	Programme & Year of Study	
7	Purpose for Which the semester Grade Cards are required	
8	Specify the Semester: Semester I/II/III/IV/V/VI/ VII/VIII	
9	Mention Whether any improvement or supplementary within the Course	Yes/No
10	Whether Course completed or not	Yes/No
11	Whether applied for Revaluation/Scrutiny in the Semester for which Mark List is required	Yes/No
12	Details of Fees Remitted (Transaction ID, Date & Amount in Rs/-)	
13	Declaration by the Candidate I hereby declare that I am a bonafide student and applicant. I have not applied for the above service previously. All informations furnished above are correct. Place: _____ Date: _____ Signature of the Candidate	

INSTRUCTIONS TO THE CANDIDATES

1. The application for Semester-wise Grade Cards shall be in prescribed form itself.
2. Self-attested copies of SSLC/CBSE and the soft copies of Grade Cards in case of ongoing students shall be attached with the application. The Copies shall be readable and very clear.
3. The fee for one Grade Card is **Rs : 150 Rs/-**

Search Fee is shown below:

- Within one year of publication of results -Nil
 - After one year and before 5 years of Publication of results - **300 Rs/-**
 - After 5 Years and before 10 years of publication of results - **530 Rs/-**
 - After 10 years of publication of results - **1000 Rs/-**
4. Details of Fee remittance is mandatory in the Application Form
 5. Fees once remitted shall not be refunded.
 6. Semester-wise Grade Card will be issued only once.
 7. The Semester Grade Cards can be obtained by the Candidate directly from the College. If required by Registered post, the Candidate has to provide self –addressed duly stamped envelope along with the Application form.