TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC-Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH)
Accredited by NAAC with 'A' Grade. Accredited by NBA
Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097
Mob: 8498085218. Email: info@tkrec.ac.in, www.tkrec.ac.in

College Code: R9

To

Date: DD / MM / YYYY .

The Controller of Examinations
Teegala Krishna Reddy Engineering College
Hyderabad-97.

Dear Sir,

Subject: Application for Correction of Name

(Applications will be accepted for the Marks Memos upto II Year II Semester only- For B.Tech & I Year II Semester only-For MBA & M.Tech)

I, _____(Name of the Student)

_____ (Hall Ticket No) with phone number _____

would like to inform you that I am student of B.Tech / M.Tech / MBA,_____(branch) from TKREC (R9- Autonomous).

The Memorandum Grade(s) / Grade Card / Marks Memo conferred upon me by the Teegala Krishna Reddy Engineering College (A) has been misprinted /mis-spelled.

I am submitting a request to your office to correct the details as per the details mentioned below and issue the revised marks memo(s) to me. I am enclosing a self-attested SSC marks memo of mine along with this form for your reference.

Tick mark where the correction(s) is/are required		
☐	Student Name (Printed in the Marks Memo/PC/CGM)	Correct Name (as per SSC) (in CAPITAL letters)
☐	Father Name (Printed in the Marks Memo/PC/CGM)	Correct Father Name (as per SSC) (in CAPITAL letters)
☐	Gender Printed:	Correct Gender:
☐	Others (if any) Printed:	Correct Details:

Details of Marks Memo/PC/CGM Submitted (Original):

Year	Number of Marks Memos	Amount	Total Amount to be paid (No. of memos x Amount for each) + Application Fee Rs.5/-
		Rs. 200/- *(for each Memo)*	

Account Details:

A/C No: 1481135000007916
TKR EDUCATIONAL SOCIETY
Bank: KARUR VYSYA BANK,
IFSC: KVBL0001481,
Branch: Meerpet, Hyderabad.

Pay with QR Code
(Mention HT Number in Comments)

Transaction ID:_____ Date:_____

Yours obediently,

Signature of the candidate

Encl: Original Marks Memo(s) _____ Nos,
Copy of SSC Marks Memo(self-attested),
Others, if any (specify)_____

Note: *Payment made to other accounts will not be considered. Amount paid will not be refunded under any circumstances.*
The revised marks memo will be processed and issued on or before 7 working days from the date of receipt of the application form.

----------Office Purpose----------

Date of Receipt_____ Any Remarks_____

Signature of the Receiving Officer

Date of Processing_____

Processed By_____

Signature of ACE / CoE