

# 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](mailto:info@tkrec.ac.in), [www.tkrec.ac.in](http://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**

<input type="checkbox"/>	Student Name (Printed in the Marks Memo/PC/CGM)	Correct Name (as per SSC) (in CAPITAL letters)
<input type="checkbox"/>	Father Name (Printed in the Marks Memo/PC/CGM)	Correct Father Name (as per SSC) (in CAPITAL letters)
<input type="checkbox"/>	Gender Printed:	Correct Gender:
<input type="checkbox"/>	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: 148113500007916,  
Bank: KARUR VYSYA BANK,  
IFSC: KVBL0001481,  
Branch: Meerpet.

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