



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



To
The Controller of Examinations
Teegala Krishna Reddy Engineering College (Autonomous)
Hyderabad-97.

Date: DD / MM / YYYY

Dear Sir,

Subject: Application for Correction of Name

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)
<input type="checkbox"/>	Father Name (Printed in the Marks Memo/PC/CGM)	Correct Father Name (As per SSC)
<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 (for each)	Total Amount to be paid (No. of memos x Amount for each)
		Rs. 100/-	

Account Details:

A/C No:
1481135000007916,
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