



**RAVENSHAW UNIVERSITY
CUTTACK**

OFFICE USE ONLY

Sl. No.

Received on dt. / / 20.....

Complied on dt. / / 20.....

To

**The Controller of Examinations
Ravenshaw University, Cuttack-753 003**

From

- A. Name of the Student :
- B. Enrollment No./Exam. Roll No. :
- C. Semester / Year (Continuing/Passed Out) :
- D. Discipline :
- E. Mobile No. (if any) :
- F. Address of the Student :

Sir,
I would like to draw your kind attention to the following complaints for necessary correction {Tick (✓) the appropriate box}.

No.	Complaint Tick Box	Purpose
1.	<input type="checkbox"/>	Correction of Mark sheet / Certificate (Original Mark sheet / Certificate to be attached along with requisite fees)
2.	<input type="checkbox"/>	Correction of Name in Certificate / Marksheet (Original Mark sheet to be attached along with requisite fees)
3.	<input type="checkbox"/>	Correction of Internal Marks (Attach Xerox copy of Mark Sheet)
4.	<input type="checkbox"/>	Correction of Roll No / Registration No (Attach Xerox copy of mark sheet)
5.	<input type="checkbox"/>	Issue of Rank Certificate (Attach Xerox copy of mark sheet)
6.	<input type="checkbox"/>	Re-Checking / Re-addition of Marks (Attach Xerox copy of mark sheet along with requisite fees)
7.	<input type="checkbox"/>	Correction of Subject / Paper (Attach Xerox copy of mark sheet)
8.	<input type="checkbox"/>	Verification of absent / present in a paper (Attach Xerox copy of mark sheet)
9.	<input type="checkbox"/>	Wrong entry of mark in a paper (Attach Xerox copy of mark sheet)
10.	<input type="checkbox"/>	Issue of duplicate Mark Sheets (Copy of original affidavit and Xerox copy of mark sheet along with requisite fees)
11.	<input type="checkbox"/>	Issue of duplicate Certificates (Copy of original affidavit and Xerox copy of mark sheet along with requisite fees)
12.	<input type="checkbox"/>	Issue of Transcripts (Letter from University and Xerox copy of mark sheet along with requisite fees)
13.	<input type="checkbox"/>	Issue of duplicate Admit Cards (Xerox copy of previous mark sheet)
14.	<input type="checkbox"/>	Issue of Convocation Certificate (Xerox copy of current mark sheet)
15.	<input type="checkbox"/>	Others

Date
Place

Full Signature of Candidate

ACKNOWLEDGEMENT RECEIPT

Received the application from, Roll. No.
regarding Complain No. Date

*Signature of the receiving officer
Ravenshaw University, Cuttack*