POORNIMA
COLLEGE OF ENGINEERING

S20

FORMAT FOR UPDATION IN MARKS

To

Date: _____

HOD,

Secrecy Office,

Campus: ☐ PCE

Branch: ☐ CIV ☐ CSE ☐ ECE ☐ EE ☐ IT ☐ ME ☐ EIC

Registration No.: _____ University Enrolment No.: _____

Name of Student: _____ Father's Name: _____

Mobile No. : _____ Poornima Email ID: _____

Kindly update my academic result in your records:

Semester for which you want to update the result (tick anyone)

☐ I Sem ☐ II Sem ☐ III Sem ☐ IV Sem

☐ V Sem ☐ VI Sem ☐ VII Sem ☐ VIII Sem

Subjects for which you want to update the result (all fields are mandatory)

S.No.	Subject Code	Subject Name	Previous Marks		Updated Marks	
			Status (Fail/Pass)	Marks	Status (Fail/Pass)	Marks
1.						
2.						
3.						

Documents to be attached:

1. Photocopy of Updated Marksheet with self attestation.

I declare that all information furnished above is 100% correct & authenticated. If any discrepancy/data mismatch is found. Thereafter I shall be 100% responsible & liable.

Name & Signature with Date

---**For Office Use Only** ---

Your request for updation of marks has been accepted. It shall be updated within next 24 working hours.

Date & Seal
of Institution

Name & Signature of
Officer in charge