

Grade Card Distribution Notice

(04.04.23 -08.03.23 except Holidays)

- Students are hereby directed to submit the hard copy of *advanced semester fees receipt (with signature from account section) to get up to the last (June, 2022) published result.
- Fee receipt submission time in administration office (3rd floor): 10:00 am-11:00 am on weekdays (Monday-Friday except holidays). Only **First 50 money receipts** will be taken within the **timelimit**.
- Grade cards will be distributed on the same day from the administration office (3rd floor).
- Grade card distribution time: 2:00 pm-3:00 pm on weekdays (Same day of money receipt submission).
- If any student gets F/RW in any subject in any semester then grade cards will not be provided from that semester but can get previous semester's grade cards (provided he/she has passed in all subjects). So students are suggested to come after checking their results in online.
- Grade card distribution time for pass out batch from exam cell (2nd floor): 3:30 pm-4:30 pm.
Pass out students should submit hard copy (original)
(i) Accounts and Library clearance (ii) Government ID proof
- Parents can also collect the grade card on submission of the following documents:
 - Authorization letter duly signed by the student and the guardian.
 - Government ID proof of him/her
 - Student's college ID (for current batch)/ Government Id (for pass out batch)
 - Money receipt for current batch/Accounts and Library Clearance for pass out batch

Only final year and pass out batches can also collect grade cards on Saturday from the Exam Cell (2nd floor).

Document submission time: 10:00 am-11:00 am (First 50 will be taken)

Grade Card distribution time: 2:00 pm-3:00 pm

*e. g. If any student wants to collect 2nd semester's result then he/she should submit 3rd semester's money receipt.

