



Process to Submit Request for Correction in Marksheet

Step 1 – Login to Raise Request

- To raise the request for Correction in Marksheet, select Course Type (Annual/Semester), Class, Year of Examination and Roll No. Along with, select Type of Student i.e., Regular or Private (if Course Type is Annual) or Semester (if Course Type is Semester) and click on **Submit** button. Thereafter, you will be redirected to the application form to submit further correction related details.

Step 2 – Submit Correction Related Details

- After login, student will be redirected to the application form. Basic details of Student will be auto-fetched on the basis of record in result.
- Student will have to fill the details like Address, State, District, Pin Code, Mobile No. and Email ID in the respective fields.
Please ensure that above details are filled correctly as all further communication shall be done on submitted information.
- After filling the above details, following options will be given to students against which they can raise the request for corrections:
 - Correction in Student's Name
 - Correction in Father's Name
 - Change of Subject
 - Incomplete Result
 - Correction in Marks
 - RD/BPRD Correction
 - Photograph Correction
 - Any Other Correction
- Student can select one or more options for corrections from the choices appearing on the screen. Along with, student will also have to fill the remark and upload the related document(s) in the respective fields against the option(s) selected.
Each document should be in JPG/JPEG format whose size should not exceed 1 MB.
- After filling the required details and uploading the documents correctly, click on **Submit** button.
- Thereafter, filled details will be submitted and student will be redirected for Previewing the filled details and Final Submission of Form. If student wants to edit any of the detail then he/she has to click on **Edit** button given at the end of the page, else click on **Final Submit** button.
No changes will be allowed in the application form after final submission. Hence, make sure that data filled in the application form is correct.

Step 3 – Online Payment of Fee and Track the Status of Submitted Application

- After Final Submission of application form, student will be redirected for Online Payment of Fee.
- Select the Mode of Payment i.e., Debit Card/Net Banking/UPI/VPA, fill other required details and do the payment.
- After payment, student can download the Payment Receipt and Submitted Application form.
- To track the status of submitted application, go to the home page of the application again and click on **Reprint/Check Status** button and submit the **Application Number and Transaction ID**.
- Student Dashboard will open and student can re-print the report and also can check status of dispatch of marksheet.