

## Frequently Asked Questions

### Duplicate Marks Card / Marks Card Verification:

1(a). What is the procedure to be followed for lost Marks Card?

1(b). What is the procedure for the issue of duplicate Marks Card?

Whenever a marks card is lost a complaint has to be lodged in a nearby police station with due acknowledgment. Then an affidavit is to be sworn before a Notary about the loss of marks card and promise to return the same if it is traced. Thereafter the candidate has to submit a request for issue of a Duplicate Marks card through the principal of the college in the prescribed format along with a fee of Rs 1,000/- paid through challan.

2. What is the time frame for issuing a Duplicate Marks Card?

Normally a Duplicate Marks Card is issued in 30 days. The documents required for verification and the downloadable application form is on the Website. If an applicant want the duplicate Marks Card urgently, Govt. of Karnataka has a 'Tatkal Marks Card ' scheme on payment of Rs.5,000/- at the Treasury and production of challan and all the documents required. The Marks Card will be issued in one day.

3. What are the documents required for verification for issued of Duplicate Marks Card?

- 1) Police complaint acknowledgement
- 2) Affidavit
- 3) Request letter
- 4) Prescribed format
- 5) Fees paid challan.

4. What is the procedure for Verification of Marks Card?

Generally Marks Cards Verification will be taken up only at the request from the authorities viz., Employers, Employing agencies, State/Central Govt offices and so on.

For getting the same, verified the Employer submits the original marks card with a request letter to this office. No fees will be collected for this purpose. The verification is sent to directly to the concerned authority who has sought verification. The candidate should contact or come to this office. Verification does not take more than seven days.

5(a). What is the procedure for Correction of Marks Card?

5(b). What is the procedure for Change of Name in Marks Card (Court Order)?

In cases of changes in Marks Card (typical error) order to correct it, the candidate has to submit in a prescribed format, duly filled in and signed by the Head of the Institution. The Head of the Institution has to submit the records in support of the claim, such as copy of SSLC marks card duly attested along with the original PU Marks Card.

In the case of change of name claiming through court order the candidate should submit a copy of court decree order, attested copy of the SSLC marks Card and admission register extract through the institution, ie., the college last attended.