

	BANNARI AMMAN INSTITUTE OF TECHNOLOGY (An Autonomous Institution Affiliated to Anna University) SATHYAMANGALAM – 638 401
	Office of the Controller of Examinations

Damaged / Correction Statement of Grades Sheet / Consolidated Statement of Grades Sheet – Procedure for Applying for a Duplicate or Revised Statement of Grades Sheet

1. If the Statement of Grades sheet / Consolidated Statement of Grades sheet are damaged, the applicant must surrender the damaged sheet(s) and pay the fee as per the following details.

2. (a) **For Regulations prior to 2018**, the applicant has to pay Rs. 118/- per Damaged Statement of Grades sheet / Statement of Marks sheet and Rs. 236/- per Damaged Consolidated Statement of Grades sheet / Consolidated Statement of Marks sheet.
 - (b) **For Regulations 2018 onwards**,
 - (b) (i) **For the students currently studying in BIT**, the applicant has to pay Rs. 250/- per Damaged Statement of Grades sheet / Statement of Marks sheet and Rs. 500/- per Damaged Consolidated Statement of Grades sheet / Consolidated Statement of Marks sheet.
 - (b) (ii) **For the passed out students**, the applicant has to pay Rs. 295/- per Damaged Statement of Grades sheet / Statement of Marks sheet and Rs. 590/- per Damaged Consolidated Statement of Grades sheet / Consolidated Statement of Marks sheet.

The applicant has to pay the amount either by cash in college office (cash in the form of cheque will not be accepted) or through online mode with the account details as below.

Once the applicant has completed the payment process, the applicant is requested to inform us through the email coe@bitsathy.ac.in. and receive the duplicate Grade sheet(s) / Mark sheet(s) in person.

4. If the applicant is unable to visit in person, the applicant may send an authorized person. At the time of collecting the Grade sheet(s) / Mark sheet(s), the authorized person must produce any one of their original government ID proofs (Aadhaar Card, Driving Licence, etc.) along with the applicant's duly signed authorization letter or a request email sent by the applicant to coe@bitsathy.ac.in.

3. Bank Account Details for RTGS/ NEFT Fund Transfer

Name of the Bank Account : Axis Bank Limited

Address of the Bank : Old No.252, New No.66,
Mysore Trunk Road,
Sathyamangalam- 638 401.

Name of the Branch : Sathyamangalam

RTGS/ NEFT IFSC Code : UTIB0000368

MICR Code : 638211402

Name of the Account : BIT Autonomous Examination Fees

Account No. : 911010036846164

Type of the Account : Savings Bank

Bank Email ID : Sathyamangalam.operationhead@axisbank.com