

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

## **Procedure for Applying for a Duplicate Statement of Grades Sheet / Consolidated Statement of Grades Sheets**

1. The applicant shall submit a written request for issuing a duplicate grade sheet / consolidated statement of marks and grade sheets to the CoE's office along with an Affidavit as per the specimen, typed on Rs. 20/- stamped paper and affirmed by a Notary Public.

2. (a) **For Regulations prior to 2018**, the applicant has to pay Rs. 236/- per Duplicate Statement of Grades sheet / Statement of Marks sheet and Rs. 354/- per Duplicate 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. 350/- per Duplicate Statement of Grades sheet / Statement of Marks sheet and Rs. 600/- per Duplicate Consolidated Statement of Grades sheet / Consolidated Statement of Marks sheet.

(b) (ii) **For the passed out students**, the applicant has to pay Rs. 413/- per Duplicate Statement of Grades sheet / Statement of Marks sheet and Rs. 708/- per Duplicate 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.

3. The applicant has to submit the following documents to the CoE's office:

- a) Request Letter
- b) Affidavit (Original)
- c) Fees Receipt

Once the applicant has completed all the above processes, the applicant is requested to inform us through the email [coe@bitsathy.ac.in](mailto:coe@bitsathy.ac.in). and bring the original affidavit to 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](mailto:coe@bitsathy.ac.in).

**5. 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](mailto:Sathyamangalam.operationhead@axisbank.com)