

PONDICHERRY UNIVERSITY LOYOLA COLLEGE TWINNING PROGRAMME

INSTRUCTIONS FOR HANDLING GRIEVANCES ON MARK STATEMENTS

Name correction

- `GRIEVANCE form (original + Two Xerox copies)
- Original certificates of Pondicherry University & Xerox copy of the same.
- U.G. Degree certificate - Two Xerox copies

Mode of payment

- No charge for current session only.
- For previous session - ₹ 50/-per mark statement pay through by DD In favor of "THE FINANCE OFFICER PONDICHERRY UNIVERSITY" Payable at PONDICHERRY.

Duplicate certificates

- GRIEVANCE form (original + Two Xerox)
- F I R Copy & Notary certificate (original+ Xerox)
- Per mark sheet ₹ 50/- Degree certificate ₹ 500/- & additional fee per year ₹ 100/-

COORDINATOR

PONDICHERRY UNIVERSITY – LOYOLA COLLEGE TWINNING PROGRAMME

Grievance Application Form

Name Correction / Duplicate / consolidated mark sheet (put ✓ mark)

Name :Enrol.No:.....

Course:.....Mobile no:.....

Email.Id:.....

Original certificate submitted –Details

Sl.no	Mark sheet as per session
1	
2	
3	
4	
5	
6	

Provisional Certificate:

Degree Certificate:

Details of Demand Draft

DD.NO	DATE	NAME OF BANK	AMOUNT
			,
			,

DATE:

PLACE:

SIGNATURE OF THE STUDENT

Note: *Keep a Xerox copy of this form attested by the PULC office for further reference.*