

## **SOP FOR GETTING DUPLICATE GRADE SHEET**

- Step 1.** Download Application Form for Duplicate Grade Sheet form Controller of Exam, AMU website ([amucontrollerexams.com](http://amucontrollerexams.com)) in student section
- Step 2.** Fill up the Form
- Step 3.** Attach Photo Copy of Grade sheet (If available)
- Step 4.** Attach Challan of Rs 50 by SBI Bank
- Step 5.** Get the Form attested by the Provost of your Hall of residence
- Step 6.** Submit the Form at the Controller office counter in Administrative Block
- Step 7.** Receive Duplicate Grade Sheet one week after the date of submission from office of the Provost of your Hall of residence