APPLICATION FORM FOR CERTIFICATE OF CONVERSION FROM
CGPA TO PERCENTAGE
(Revised on 2nd Apr 2016)

1. Name in full: ................................................................. Regn. No. .................
2. Parent’s name ................................................................. Phone No. .................
   (F/M/G#):
3. Dept./Branch ............................................................... Sem/Sec. .................
4. Email ID ................................................................. Phone No. .................
5. Hosteller/Day scholar. If hosteller, specify the Hostel/Room No: ...........................
6. Attachment of Self addressed stamped envelope for receiving by post/ Authorization Letter for
   receiving by Third party (only for pass out Students). Institute will not be liable for any loss/non-
   receipt by the applicant.
   (i) Authorization Letter: Yes/No
   (ii) Self addressed stamped envelope: Yes/No
7. Supporting Documents attached.
   (i) Attested copy of the Mark sheet of the Current/Final semester: Yes/No
   (ii) Attested copy of the Degree Certificate (for the Pass out Students): Yes/No
8. Reason for the said certificate: ........................................................................................................
9. Total nos. of backlogs (only for in-house students): .................................................................
10. Signature of the student: ................................. Date: ....../....../.........
11. Remarks by FE, SMIT about outstanding fees if any: .................................................................
12. Recommended by HOD/Dean (A)* : ................................. Date .........................
13. Approved by Director/Dean (A): ......................... Date .................
14. Duly filled in application endorsed/approved by the competent authorities along with
   supporting documents as stated above shall be submitted to the DCE (Tech) for issuing the
documents. [Contact No: 03592- 246117/ 246118/ 246119/ 246120 ext: 688, 235]

# F: Father/M: Mother/G: Legal guardian – Strike out whichever is not applicable
* Dean (A) only for 1st. year students and HODs for Higher semester students.