

I. The procedure to be followed to obtain duplicate marks memos/ consolidated marks memo:

Procedure to be followed by the students who are persuing the courses:

- The application should be submitted through college.
- The year and semester, month and calendar year of conduct of examination of the memo for which the duplicate certificate is required is to be mentioned.

Example: HT. No. XXXXXXXXXXXXX

B.Tech II Year II sem (supplementary) – Nov/Dec, 2012

- The amount to be paid for one certificate is Rs. 200/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- If the duplicate certificates required are of more than one semester, total amount @ Rs. 200/- per certificate in the form of DD drawn in favor of The Registrar, JNTUH has to be submitted.
- The duplicate certificate(s) will be sent to the respective college.

Procedure to be followed by the students those who have completed the coursework:

- The application should be submitted at the Counter- II, Examination Branch Building, JNTUH, Kukatpally, Hyderabad.
- The year and semester, month and calendar year of conduct of examination of the memo for which the duplicate certificate is required is to be mentioned.

Example: HT. No. XXXXXXXXXXXXX

B.Tech II Year II sem (supplementary) – Nov/Dec, 2012

- The amount to be paid for one certificate is Rs. 200/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- If the duplicate certificates required are of more than one semester, total amount @ Rs. 200/- per certificate in the form of DD drawn in favor of The Registrar, JNTUH has to be submitted.
- The duplicate certificate (s) should be collected from the same counter on the scheduled date mentioned in the acknowledgement between 3.00 p.m and 5.00 p.m.

II. The procedure to be followed to obtain Name correction in certificates (marks memos/ consolidated marks memo):

Procedure to be followed by the students who are pursuing the courses:

- The application should be submitted through college.
- A photocopy of SSC is to be submitted.
- The original certificates in which the name to be corrected as per SSC is to be submitted through the college.
- The amount to be paid for one certificate is Rs. 50/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- If the name corrections in certificates required are of more than one semester, total amount @ Rs. 50- per certificate in the form of DD drawn in favor of The Registrar, JNTUH has to be submitted.
- The corrected certificate(s) will be sent to the respective college.

Procedure to be followed by the students those who have completed the coursework:

- The application should be submitted at the Counter- II, Examination Branch Building, JNTUH, Kukatpally, Hyderabad.
- A photocopy of SSC is to be submitted.
- The original certificates in which the name to be corrected as per SSC is to be submitted.
- The amount to be paid for one certificate is Rs. 50/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- If the name corrections in certificates required are of more than one semester, total amount @ Rs. 50/- per certificate in the form of DD drawn in favor of The Registrar, JNTUH has to be submitted.
- The duplicate certificate (s) should be collected from the same counter on the scheduled date mentioned in the acknowledgement between 3.00 p.m and 5.00 p.m.

III. The procedure to be followed to obtain Name correction in Provisional Certificates(PC) or Degree Certificate:

Procedure to be followed by the students who passed in 2012 and later (Provisional Issue Date after 15/03/2013):

- The name in PC has to be corrected.
- The application should be submitted through college.
- A photocopy of SSC is to be submitted.
- The original provisional certificate to be corrected (as per SSC) is to be submitted through the college.
- The amount to be paid for name correction in PC is Rs. 250/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- The corrected provisional certificate will be sent to the respective college.

Procedure to be followed by the students those who have completed the coursework and collected the degree certificate:

- The name in Degree Certificate has to be corrected.
- The application should be submitted at the Counter- II, Examination Branch Building, JNTUH, Kukatpally, Hyderabad.
- A photocopy of SSC is to be submitted.
- A photocopy of ID proof is to be submitted.
- The original certificates both PC and Degree Certificate in which the name to be corrected (as per SSC) is to be submitted.
- The amount to be paid is Rs. 500/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- The Degree Certificate after correction (as per SSC) will be sent through Post.

IV. The procedure to be followed to obtain Migration Certificate and Medium of Instruction Certificate:

Procedure to be followed to obtain Migration Certificate:

- The Migration Certificate can be obtained from Counter- IV, Examination Branch Building, JNTUH, Kukatpally, Hyderabad.
- A photocopy of Provisional Certificate/ Degree Certificate is to be submitted.
- The amount to be paid is Rs. 100/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- The Migration Certificate will be given immediately at the same counter.

Procedure to be followed to Medium of Instruction Certificate:

- The Medium of Instruction Certificate can be obtained from Counter- IV, Examination Branch Building, JNTUH, Kukatpally, Hyderabad.
- A photocopy of Provisional Certificate/ Degree Certificate is to be submitted.
- The amount to be paid is Rs. 50/- in the form of DD drawn in favor of The Registrar, JNTUH. (Write HT NO. on the backside of DD).
- The Medium of Instruction Certificate will be given immediately at the same counter.