



## **Correction in Grade Sheet**

### **A. Correction in Marks/Grades:**

1. Contact the subject teacher first.
2. Teacher sends corrected marks (if any) along with reason for correction required to Dean Examination with HoD recommendation, exam section will verify this request, final approval is given by Director.
3. After this Email exam section (exam@vit.edu) with GR No., branch, admission year, subject code/name, and semester.
4. Submit previous gradesheet at exam section to collect corrected one.  
**(Exam section window- venue-**  
Building – 1, Ground floor, near lift, VIT Pune, Bibwewadi campus, **Timings**  
-Monday to Friday -11:00 AM – 1:00 PM & 3:00 PM – 5:00 PM)

### **B. Correction in Name (Student/Mother/Father):**

1. Contact the student section to process corrections.
2. If institute error: correction is free.
3. If student error: pay ₹1000 per semester, attach payment receipt in email to exam section.
4. Submit an old gradesheet to collect corrected ones.

### **C. Other Corrections:**

Email exam section with details; they will verify and revert.

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Controller of Examinations  
Vishwakarma Institute of Technology, Pune.