



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)

L.B. Reddy Nagar :: Mylavaram-521 230 :: Krishna Dist. :: A.P

Approved by AICTE, New Delhi. Affiliated to JNTUK, Kakinada

Accredited by NAAC with "A" Grade & ISO 9001: 2015 Certified

EXAMINATION SECTION

Phone & Fax.:08659-223498

examsection@lbrce.ac.in

CITIZEN CHARTER

Citizen Charter is a document which represents a systematic effort to focus on the commitment of the examination section towards the students in respects of Standard of Services, Information, Grievance Redress, Courtesy and Value for Money. The following is the citizen charter for various services as detailed here below.

S. No.	Certificate/Service	Fee Amount Rs/-	Max. Time of Delivery	Remarks
1	Medium of Instruction	Free of cost	1 working day	On the day of applying
2	Equivalent Percentage	Free of cost	1 working day	
3	Duplicate Hall Ticket	100/-	1 working day	
4	Transcripts (Sem I-VIII)	150/- per set	1 working day	
5	Duplicate Identity Card (for damage)	100/-	2 working days	From the date of receipt of application
6	Duplicate Identity Card (for missing)	200/-	2 working days	
7	Grade Card - Name Correction	200/-	6 working days	
8	Duplicate Grade Card	300/-	6 working days	
9	Consolidated Grade Card - Regular	500/-	6 working days	
10	Consolidated Grade Card - Name Correction	200/-	6 working days	
11	Duplicate Consolidated Grade Card	300/-	6 working days	
12	Any Discrepancy	--	14 working days	

Note: If any certificates are not issued in time, 08659-223498 may be contacted.

Sd/-

CONTROLLER OF EXAMINATIONS