

Name of the Service	Consolidation of Marks Card
Whom to approach for this service?	Registrar (Evaluation)
Procedure involved to get this service	A complete set of Original marks cards of all semesters to be submitted.
Form to be submitted to get this service	1. Handwritten Application 2. Fee paid challan
Who are eligible to get this service	Candidates having arrears in their marks card
Documents to be enclosed with the request	Original marks cards of all years/semesters.
Fee/charges to be paid to get the service	Rs. 850 per semester
Maximum number of days to get this service delivered	6 working days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

Work Flow			
Step	Description	No. of working Days	Designation
1	Receiving the application in the Examination Section and computer feeding	2.00	HelpDesk
2	Verification / Scrutiny	1.00	Caseworker
3	Preparation of the Marks Card	1.00	Computer Operator
4	Submission for orders	1.00	Registrar (Evaluation)
5	Entry in the Register and Dispatch	1.00	Dispatching Clerk

For more details you may log on to www.sakala.kar.nic.in

Helpline No:080-44554455