

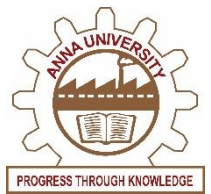
PANIMALAR ENGINEERING COLLEGE
(An Autonomous Institution, Affiliated to Anna University)
PROCEDURE FOR OBTAINING CGPA TO PERCENTAGE

1. Candidates shall apply for the issue of CGPA to Percentage only in prescribed Application form available free of cost at the Office of the Controller of Examinations / on the Website, Panimalar Engineering College, Chennai.
2. The Candidates should bring the original documents of the following while applying and One set of photocopies of all the Certificates:
 - i. Photocopy of (both front and backside) Degree Certificate / Provisional Certificate (in case of student not awarded the degree)
 - ii. Consolidated Statement of Marks/Grades (if the programme is completed and passed)
 - iii. Statement of Marks/Grades (All the completed Semesters)
 - iv. Fee for issue of CGPA to Percentage, **[Rs. 300/- Rupees Three Hundred Only]** as Demand Draft in favour of “**Controller of Examinations, Panimalar Engineering college**” payable at **Chennai.**
 - v. Photocopy of Demand Draft - (2 Copies).
 - vi. Attach proof for which purpose the CGPA to Percentage required.
3. The Candidate should submit the duly filled in application form along with the photo copies of the documents in Person.
4. Once the CGPA to Percentage is ready the Candidate will be informed through email and the same can be collected from the Controller of Examination after acknowledging the receipt in the CGPA to Percentage Application form.
5. **Candidates are instructed to come in formal dress code.**



PANIMALAR ENGINEERING COLLEGE

An Autonomous Institution, Affiliated to Anna University, Chennai
(JAISAKTHI EDUCATIONAL TRUST)
Approved by All India Council for Technical Education



Application form For CGPA to Percentage Conversion Certificate

Application No.	CGTOPC/ 20	-20	/
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Name of the Candidate (in block letters) :
 Register Number :
 Postal Address (with Pin code) :
 (in block letters)

Mobile No. :
 Email id :
 Semester & Branch :

CGPA to Percentage of marks needed up to : _____ Semester
 (Enclose photocopies of Grade Sheets)

Period of study :
 (For course completed students)

Month and year of passing the course :
 (For course completed students)

CGPA to Marks Equivalent Statement wanted for: UG / PG (Tick whichever is applicable)

Details of Payment:	
DD. No. and Date	
Name of the bank	
Amount of Fees	

Place:

Date:

Signature of the Candidate

Note:

A student has to pay an amount of Rs.300/- for CGPA to Percentage Conversion Certificate through Demand Draft in the name of "Controller of Examinations, Panimalar Engineering College" payable at Chennai.

Approved / Not Approved

Signature of Verifying Authority

Controller of Examinations

Acknowledgement

Received the CGPA to Percentage Certificate
 Signature & Date: