



**APPLICATION FOR THE ISSUE OF DUPLICATE CERTIFICATE**

- 1 Duplicate of which Certificate\* required :
- 2 Name of the Candidate :
- 3 Register Number :
- 4 Programme of study : **B.E /B.Tech / M.E / MBA / MCA**
- 5 Branch :
- 6 Period of study :
- 7 (a) If applying for duplicate gradesheet fill in the month and year of exam for which gradesheet was issued. :
- (b) If applying for duplicate consolidated grade statement fill in the Month & Year of last appearance in which qualified for the degree :
- 8 Circumstances under which the certificate was lost / destroyed :
- 9 Whether the prescribed affidavit has been enclosed with the application along with the FIR copy? : **Yes / No**
- 10 Fees paid : **₹**
- 11 Mobile Number :

Place:

Date:

**SIGNATURE OF THE CANDIDATE**

<b>FOR OFFICE USE ONLY</b>	
Certificate issued on	Prepared by:
Folio No.	Checked by:

**CONTROLLER OF EXAMINATIONS**

**PRINCIPAL**

**\* Write as Statement of Grade/Consolidated Statement of Grade**

(For instruction see over leaf)

## INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be duly filled-in along with an affidavit detailing the circumstances under which the original certificate was lost or destroyed and FIR copy.
3. The affidavit should be duly executed before the Notary Public (format of AFFIDAVIT in Page 3).
4. Application shall be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate. The application shall be filled in only by the candidate otherwise it will be rejected.
5. The fee for the issue of various certificates is as follows:

For First Time:

1. Grade Statement	₹ 500 per grade sheet
2. Consolidated Statement of Grades	₹ 500 per grade sheet

5. The fees should be paid through the college office.
6. Fees once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.

**AFFIDAVIT TO BE FILLED FOR ISSUE OF DUPLICATE CERTIFICATE**

AFFIDAVIT of Thiru / Selvi \_\_\_\_\_

1. I \_\_\_\_\_  
son/daughter of \_\_\_\_\_ aged \_\_\_\_\_ years, an old  
student /student of Sri Krishna College of Engineering and Technology with Register  
Number \_\_\_\_\_ and residing at \_\_\_\_\_

\_\_\_\_\_ do hereby solemnly  
and sincerely state as follows.

2. My \_\_\_\_\_ Semester Grade Sheet\* issued relating to the examinations held  
during \_\_\_\_\_/ Consolidated Statement of Grades\* issued by the college  
has irrevocably been lost / damaged.

3. I fill this affidavit for the purpose of receiving duplicate certificate.

4. The duplicate certificate shall be returned to the college once my original certificate(s)  
is/are recovered by chance.

5. The facts stated are true and correct to the best of my knowledge and if found false by the  
college, I shall abide by the decision of the college.

Solemnly affirmed.

Signature of the Candidate  
(Before me)

At (place) \_\_\_\_\_

This (date) \_\_\_\_\_ day of \_\_\_\_\_

The Signature affixed in my presence.

Place:

Date :

Notary Public

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Seal:

\_\_\_\_\_

\*delete whichever is not applicable.