K.S. RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE – 637 215

(An Autonomous Institution)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate for which applied for * ……

Degree & Branch …….

Year of Study …….

Details of payment made

Cash Payment

Date :

Amount Paid Rs. :

1. Name of the Student :
2. Register Number :
3. Sex :
4. (a) if applying for duplicate statement of Grade, fill in the Month and Year of Exam for which Grade sheet is required. :
5. Circumstances under which the certificate was lost. :
6. Whether the prescribed affidavit has been enclosed With the application :
7. Address to which the certificate is to be sent. :

Place:

Date:

Signature of the Candidate

For office only

Certificate issued on: ……..

Folio No.: ……..

Date on which the Challan was

Sent to Finance Section. : ……..

Prepared by……

Examined by……..

CONTROLLER OF EXAMINATIONS

*Write as Statement of grades / consolidated statement of Grades

for instruction see over leaf)

P.T.O

HOW TO APPLY DUPLICATE CERTIFICATE

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the certificate in the prescribed format and should be sent to the Controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
3. The following documents should be enclosed along with the application.

(a) An affidavit detailing the circumstances under which the original certificate was lost.

(b) The affidavit should be duly executed before the Notary Public / Principal ofthe college where he / she had studied.

(c) Self – addressed stamp envelope (for Registered Post)

(d) Xerox copy of the Grade sheet / Certificate for which duplicate is required (if available)

(e) The demand draft / Cash Payment

In addition to the above, candidates applying for the Duplicate Degree Certificate should enclose:

(f) Non traceable certificate from Police.

(g) Copy of 'Notification' issued in a news-paper for loss of certificate.

4. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
5. The fee for the issue of various certificates is as follows:
   (a) Statement of Grade - Rs. 600/- per Grade Sheet.
   (b) Consolidated statement of Grades - Rs. 2000/-
6. The fee should be paid in the form of demand draft in favour of the **KSRCT Autonomous A/c. No. 0751-302-000000224 at DBS Bank Ltd. Thokkavadi (Branch).**
7. Fee once paid will not be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the college immediately if he Original Certificate is recovered.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thiru / Selvi……

1. I .....Son / Daughter of an old student / student of .....Branch / Degree …….. With Register number..... And residing at …… …….. do hereby solemnly and sincerely state as follows.
2. My (i) * Statement of Grades issued relating to the Examinations held during ……

   (ii) Consolidated statement of Grades issued by the college has irrevocably been lost / destroyed.
3. I file this affidavit for the purpose of receiving duplicate certificate.
4. 4. I will return immediately the duplicate certificate(s) to the college once my original certificate(s) is / are recovered by the 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.

Place:

Date: Signature of the Candidate

Solemnly affirmed

at..... (place)

this …….day of ……20……

and his / her signature is affixed in my presence. Notary Public

Principal Address:

*delete which is not applicable. Office seal