

OFFICE OF THE CONTROLLER OF EXAMINATIONS

INTERNAL QUALITY ASSURANCE CELL

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Statement of Grades	<input type="checkbox"/>
Consolidated Statement of Grades	<input type="checkbox"/>

Mode of Payment	DD / Cash
Amount	Rs.
DD / Cash Receipt No.	
Date	

1.	Register Number			
2.	Name of the Student			
3.	Degree & Branch			
4.	If applying for duplicate Statement of Grade, write the Month and Year of Exam for which Duplicate Statement of Grade is required			
5.	If applying for duplicate Consolidated Statement of Grade, write the Month and Year of last appearance in which qualified for the degree			
6.	Circumstances under which the certificate was lost			
7.	Whether the prescribed Affidavit has been enclosed			
8.	Postal address to which the certificate is to be sent			
9.	Contact address with phone number and e-mail ID			
Place:				
Date:				Signature of the Student

FOR OFFICE USE ONLY

Original Certificate	1	2	3	4	5	6	7	8
Folio No								
Date of Issue								

Duplicate Certificate	1	2	3	4	5	6	7	8
Folio No								
Date of Issue								

Date on which DD was remitted to Bank:

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the student in the prescribed format and should be sent to the Controller of Examinations directly. Application received on behalf of the student will not be accepted.
3. The following documents should be enclosed along with the application
 - a. An affidavit as per the specimen be typed on an Rs.100 /- non judicial stamp paper should be duly executed before the Notary Public.
 - b. Photocopy of the Grade Statement / Consolidated Grade Statement for which duplicate is required (if available).
 - c. The demand draft / receipt for the fee.
 - d. Non traceable certificate from Police.
 - e. Self addressed A4 size cloth lined cover.
4. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the duplicate.
5. The fee for the issue of
 - i. Statement of Grades – Rs. 300 /- per statement
 - ii. Consolidated Statement of Grades – Rs. 600 /-
6. The fee should be paid in the college office or in the form of demand draft in favour of “Kongu Engineering College, Autonomous Account” payable at Perundurai / Erode.
7. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Statement of Grades / Consolidated Statement of Grades is to be surrendered to the College immediately if the Original Statement of Grades / Consolidated Statement of Grades is recovered.

AFFIDAVIT

Affidavit of Mr. / Ms.....

1. I Son / Daughter of aged years, studied / studying Degree Branch with Register number at Kongu Engineering College, Perundurai, Erode - 638 060 and residing at do hereby solemnly and sincerely state as follows

2. My Statement of Grades* (Folio No.:.....) / Consolidated Statement of Grades* (Folio No.:) issued by Kongu Engineering College (Autonomous) relating to the Examinations held during has irrevocably been lost / destroyed.

3. I file this affidavit for the purpose of receiving duplicate certificate(s).

4. I will return immediately the duplicate certificate(s) 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.

Place:

Date:

Signature of the Student

Solemnly affirmed

at(place)

this.....day of(date)

and his / her signature is affixed in my presence

Signature of the Notary Public

Address:

* Strikeout which is not applicable

Office Seal