



OFFICE OF CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE(S)

Name of the candidate (In Capital Letters)		Date:	
Enrolment Number		Roll Number	
Year of Admission		Year of Completion	
Programme & Branch		School	
Mobile No.		Email Id	

Application for the Purpose of (✓ for whichever is applicable)

Certificate Type	Original Certificate Sl. No	Cost Per Certificate	Amount
<input type="checkbox"/> Grade Card(s) (Select applicable semesters and mention their Certificate Sl. Nos. if known)	<input type="checkbox"/> I	<input type="checkbox"/> VI	500 for Each
	<input type="checkbox"/> II	<input type="checkbox"/> VII	
	<input type="checkbox"/> III	<input type="checkbox"/> VIII	
	<input type="checkbox"/> IV	<input type="checkbox"/> IX	
	<input type="checkbox"/> V	<input type="checkbox"/> X	
<input type="checkbox"/> Consolidated Mark Statement		1000	
<input type="checkbox"/> Migration Certificate		1000	
<input type="checkbox"/> Transcript		1000	
<input type="checkbox"/> Transfer Certificate (TC)		1000	
<input type="checkbox"/> Provisional Certificate (Will be issued only before getting the Original Degree)		1000	
<input type="checkbox"/> Course Completion Certificate		1000	
<input type="checkbox"/> Degree Certificate		3000	

Note:

Total fee = Sum of all selected certificates (each with 18% GST included).



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Enclosures for Duplicate certificates:

S.No	Enclosure	Issuing Authority
1	FIR along with non-traceable certificate	
2	AFFIDAVIT (In English Language)	
3	Copy of Identity Proof (Aadhaar/PAN/Passport etc.) Self Attested	
4	Original Damaged Certificate (if applicable)	

Note:

- All documents must be in English. If not, an English translation attested by a Gazetted Officer must be submitted.
- Incomplete applications will not be processed.
- Processing time: Up to **15 working days** from the date of submission.
- Fee once paid is **non-refundable**.
- Duplicate certificates will be issued **only to the concerned student** upon producing valid photo ID. **No third-party collection is allowed** under any circumstances.

Declaration:

I hereby declare that the information provided above is true to the best of my knowledge. I understand that the duplicate certificate will be issued only after verification of documents and payment of prescribed fee.

Date :

Place :

Signature of the Applicant

Signature of H.O. D

Signature of Dean

FOR OFFICE USE ONLY

Certificate Type Issued		Grade Card / Certificate Serial No	
Grade Card / Certificate Issued on		Remarks (if any)	
Prepared by (Name & Sign)		Verified By (Name & Sign)	

Deputy Controller of Examinations

Controller of Examinations