



# VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution Affiliated to Anna University)

Gs-10

Ver-1

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate which applied for*			
Grade statement/Consolidate Gr.st/Provisional certificate/Degree Certificate			
		Fees Paid on :	
Programme :	Regulation :	Bank :	
		Amount Rs. :	

1.	Name of the Student	
2.	Register Number, Mobile No.	
3.	Gender	
4.	(a) If applying for duplicate Grade Statement , fill in the Month and Year of Exam for which Grade Statement is required	
	(b) If applying for duplicate Degree Certificate , fill the i. Month and Year in which qualified for the degree ii. Date of Convocation in which the Degree was conferred	
	(c) If applying for duplicate provisional Certificate / Consolidated Statement of Grade fill in the Month & Year of last appearance in which qualified for the Degree	
5.	Circumstances under the certificate was lost	

FOR OFFICE USE ONLY		
New Certificate No:		Issued on:
Certificate Received		
Students Signature		COE

(Please see Instructions)

## DECLARATRION TO BE FILLED FOR ISSUE OF DUPLICATE CERTIFICATE

1. I, Mr.Ms.....Son / Daughter of  
.....aged..... years,  
an old student / student of.....Programme  
with Register number..... and residing at.....  
.....  
.... do hereby solemnly and sincerely state as follows.

2. My (i)\* Statement of Grade sheet issued relating to the Examinations held during  
.....

(ii) \* Degree Certificate issued at the Convocation held on .....

(iii) \*Provisional Certificate /Consolidated Statement of Grades have  
irrevocably been lost / destroyed.

3. I file this declaration for the purpose of receiving duplicate certificate.

4. I will return immediately the duplicate certificate(s) to the College once my  
original certificate(s) is / are recovered later.

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

Place:

Date :

SIGNATURE OF THE CANDIDATE

**Class Advisor**

**HOD**

**Principal**

## **INSTRUCTIONS**

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application should be made only by the candidate 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) Declaration explaining the circumstances under which the original certificate was lost.

The declaration should be duly executed in the prescribed format
  - b) Photocopy of the statement of Grade sheet / Degree Certificate for which duplicate is required ( if available).
  - c) The Demand Draft (in case of Provisional or Degree certificate).

In addition to the above, candidate applying for the duplicate Degree Certificate should enclose:
  - d) Photocopy of Aadhaar Card / Driving License / Voter ID Card.
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 certificate is as follows:
  - a. Duplicate Statement of Grade sheet - Rs.500/- each
  - b. Duplicate Consolidated Statement of Grades - Rs.1,500/-
  - c. Duplicate Provisional Certificate - As per University Norms

**No Provisional Certificate will be issued after the Convocation.**

  - d. Duplicate Degree Certificate - As per University Norms
6. The fees should be paid through bank Challan.
7. Fee once paid will not be refunded for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the COE Office immediately if the Original Certificate is recovered later.

**CONTROLLER OF EXAMINATIONS**