

	VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY (An Autonomous Institution Affiliated to Anna University, Chennai)	
	OFFICE OF THE CONTROLLER OF EXAMINATIONS	
	Phone: 0424 2244201-4 (Extn. 322)	Email: vcetcoe@gmail.com

Procedure for Getting Duplicate Certificates

1. Duplicate certificate will be issued only when it is **lost or damaged** beyond us.
2. Application should be made only by the candidate in the prescribed format and should be sent to the **Controller of Examinations** through proper channel.
3. Application received on behalf of the candidate will not be accepted.
4. The following documents should be enclosed along with the application for duplicate Degree certificate.
 - (a) An affidavit explaining the circumstances under which the original certificate was lost. The affidavit should be duly executed in the prescribed format before the Notary Public / Principal of VCET, Erode.
 - (b). **Photocopy** of the Semester Grade Statement / Consolidated Grade Statement / Degree Certificate for which duplicate is required.
 - (d). "Non-Traceable Certificate" obtained from the Police Authority/ FIR copy.
 - (e) The original Daily Newspaper (Registered) in which 'Notification' was issued for loss of Degree certificate.
5. While publishing such notification in the Daily Newspaper (Registered), the Name of the applicant with initial, Date of Birth, Registration No., Name of the **University**, etc. to be provided without fail.
6. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
7. The fee for the issue of various certificate is as follows:

(a) Semester Grade Statement	: ₹500/- each
(b) Consolidated Statement of Marks /Grades	: ₹1,500/-
(c) Provisional Certificate	: As per University Norms
<i>(Till Convocation, No Provisional Certificate will be issued after the Convocation).</i>	
(d) Degree Certificate	: As per University Norms
7. The fee should be paid in the VCET College office in prescribed format.
8. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
9. If the Original Certificate is recovered later the **Duplicate Certificate** is to be surrendered to VCET immediately

Controller of Examinations