

Dr.Mahalingam College of Engineering and Technology, Pollachi - 642 003

(Autonomous Institution)

Office of the Controller of Examinations

Application for Issue of Duplicate Certificate

Certificate for which applied for * ... Details of payment made

Degree / Branch ... Amount paid Rs:

Receipt No.& Date :
DD No.& Date :

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1. Name of the Student ...
2. Roll Number ...
3. Sex ... Male Female Transgender
4. (a) If applying for duplicate Grade Sheet, fill in the Month and Year of Exam for which Grade Sheet is required ...
- (b) If applying for duplicate Consolidated Statement of Grades fill in the Month & Year of last appearance in which qualified for the Degree ...
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 USE ONLY

Certificate issued on : Prepared by :

Serial No. : Examined by :

Date of payment of
fee at Principal Office :

CONTROLLER OF EXAMINATIONS

* Write as Statement of Grade Sheet
Consolidated Statement of Grades.

(Please see Instructions)

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 submitted 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 explaining the circumstances under which the original certificate was lost or destroyed. The affidavit should be duly executed in the prescribed format before the Notary Public/ HoD Concerned where he / she had studied.
 - (b) Self - addressed stamped envelope (for Registered Post).
 - (c) Photocopy of the Statement of Grade Sheet for which duplicate is required (if available).
 - (d) The Demand Draft / Copy of receipt issued by college office.
4. Application should be completed in every aspect. 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) Statement of Grade Sheet	-- Rs. 500/- each
(b) Consolidated Statement of Grades	-- Rs. 1500/-
7. The fee should be paid in the form of Demand Draft drawn in favour of the "Principal, Dr.Mahalingam College of Engineering and Technology, Pollachi" payable at Pollachi.
8. Fee once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.
9. Duplicate Certificate is to be surrendered to the MCET immediately if the Original Certificate is recovered later.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thiru / Selvi.....

1. I.....Son / Daughter of
.....aged..... Years,
a student studied during the period... ..to..... / student studying in.....
Degree of (branch), of MCET with Roll numberand
residing at (address).....
.....

do hereby solemnly and sincerely state as follows.

2. My (i) * Statement of Grade Sheet issued relating to the Examinations held during
(ii)* Consolidated Statement of Grades issued by the MCET has irrevocably been lost /
destroyed.

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

4. I will return the duplicate certificate(s) to the MCET immediately 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 MCET, I
shall abide by the decision of the MCET.

Place :

Date :

SIGNATURE OF THE CANDIDATE

Solemnly affirmed

at(Place)

this (date)(month) (year)20.....

and his / her signature is affixed in my presence.

Signature of Notary Public / HoD:

Address:

Office seal:

* Delete which is not applicable.