



# JEPPIAAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Self-Belief | Self Discipline | Self Respect

Kunnam, Sunguvarchatram, Sriperumbudur-631604



## **INSTRUCTIONS FOR APPLYING DUPLICATE CERTIFICATE**

1. Duplicate certificate will be issued only when it is lost or destroyed irretrievably.
2. The candidate should apply in the format prescribed by the College.
3. Fee for various categories:

Duplicate Statement of Grades	Rs. 2000/- (per mark statement)
Duplicate Consolidated Statement of Grades	Rs. 3000/- (per mark statement)

4. Fee amount may be paid in the form of CASH only to Accounts department.
5. Application should be filled only by the candidate in the prescribed format, duly signed and forwarded to Office of the Controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
6. The following documents should be enclosed along with application.
  - (a) Application form with affidavit certificate.
  - (b) Xerox copy of the Statement of Grades / Consolidated Statement of Grades for which duplicate is required.
  - (c) Receipt from Accounts department.
  - (d) Self – addressed stamped envelope (for Registered Post)
7. Duplicate Statement of Grade or Consolidated Statement will be provided within 30 working days (excluded the date of applying).
8. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
9. Fees once paid will not be refunded nor adjusted for any other purpose under any circumstances.
10. Duplicate Certificate is to be surrendered to the College immediately if the Original Certificate is recovered.
11. Duplicate of Provisional and Degree Certificates may be obtained from Anna University, Chennai as per procedure on the website.

This procedure is with effect from July 2024 onwards.



# JEPPIAAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Self-Belief | Self Discipline | Self Respect

Kunnam, Sunguvarchatram, Sriperumbudur-631604



## APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

<b>Certificate for which applied for*</b>	:		<b>Details of payment made :</b>
<b>Degree &amp; Branch</b>	:		<b>CASH</b>
			<b>Amount paid Rs:</b>
<b>Office seal</b>			<b>Signature of the Accounts</b>

1.	Name of the Student	...	
2.	Register Number	...	
3.	Sex	...	
4.	a) For duplicate/corrections/damage Statement of Grades, fill in the Month and Year of Exam for which mark statement is required.	...	
	b) For duplicate/corrections/damage 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 besent#.	...	
	Place:		
	Date:		

**Signature of the Candidate**

### FOR OFFICE USE ONLY

Certificate issued on:	Prepared by :
Folio No.:	Examined by :

**Controller of Examinations.**

\* Statement of Grades / Consolidated Statement of Grades.

# Students applying in person may receive the Statement of Grades / Consolidated Statement of Grades from the Office of the Controller of Examinations.

(for Instructions see over leaf)

P.T.O

**AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE**

1) Affidavit of Thiru / Selvi.....Son / Daughter of  
.....aged.....Years, an old  
student / student of.....under the  
Degree of.....with Register number.....and  
residing at..... do hereby solemnly and sincerely state as follows.

2) My

(i) Statement of Grades issued relating to the Examinations held during.....

(ii) Consolidated Statement of Grades issued by the **JEPPIAAR INSTITUTE OF TECHNOLOGY** has  
**been lost /destroyed.**

3) I file this affidavit for the purpose of receiving duplicate Statement of Grades / Consolidated  
Statement of Grades

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 Candidate**

**Solemnly affirmed**

**at .....(place)**

**this day of .....(dd/mm/yyyy)**

**and his / her signature is affixed in my presence.**

**Notary Public / Principal**

**Address:**

**Office seal:**