Form No : CoE-6A

VELLALAR COLLEGE FOR WOMEN

**COLLEGE WITH POTENTIAL FOR EXCELLENCE**

(An Autonomous Institution Re-Accredited by NAAC with ‘A’ Grade &
Affiliated to Bharathiar University, Coimbatore)

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

\*Certificate for which applied ...

 Details of payment made

Degree of study … Challan / Demand draft

Branch … Number Date

Period of study … Amount paid Rs.

1. Name of the Student …

2. Register Number …

3. College through which studied / studying …

4. Sex …

5. (a) If applying for duplicate statement of marks,
 fill in the month and year of exam for which
 mark statement was issued. …

 (b) If applying for duplicate degree

 certificate fill in the …

 i. Month and Year in which qualified

 for the degree …

ii. Name in Tamil …

iii. Date of convocation in which the

 degree was conferred …

 (c) If applying for duplicate provisional

 certificate / consolidated mark statement
 fill in the Month & Year of last appearance
 in which qualified for the degree …

6. Circumstances under which the certificate

 was lost …

7. Whether the prescribed affidavit has been

 enclosed with the application …

8. Address to which the certificate is to be sent …

Place :

Date : Signature of the Candidate

FOR OFFICE USE ONLY

Certificate issued on : Prepared by :

Folio No : Examined by:

 Date on which the D.D / P.O was sent to Finance Officer.

\*Write as Degree Certificate / Statement of marks / Provisional

 Certificate / consolidated mark statement Controller of Examinations

 (For instructions se over leaf) P.T.O

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably and a certificate to
 this effect is to be obtained from the Inspector of Police of the area & submitted to the
 Examination Cell.

2. Application duly filled- in along with

 (a) An affidavit detailing the Circumstances under which the original certificate was lost

 (b) Self-addressed stamped cover (for Registered Post) and

 (c) The D.D / P.O should be sent directly to be controller of examinations. The affidavit should
 be duly executed before the Notary public/principal of the college where he/she had studied.

3. Application shall be complete in every respect. Failure to furnish correct details may cause delay
 in the issue of the certificate. The application shall be filled in only by the candidate otherwise it
 will be rejected.

4. The fee should paid in the form of demand draft in favour of the “THE PRINCIPAL, VELLALAR
 COLLEGE FOR WOMEN (AUTONOMOUS), ERODE-12”.

5. Fees once paid shall neither be refunded nor adjusted against any other certificate under any
 circumstance.

Form No : CoE-6B

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

 Affidavit of Thiru/Selvi …………………………………………………………………………………....

1. I …………………………………………………………………………………. Son / Daughter of

…………………………………………………... aged ………... Years an old Student / student of ………………………………………………... college with register number …………………...

And residing at ………………………………………… street …….………………………… do Hereby solemnly and sincerely state as follows.

1. My \* i) ………………………………….... (Degree) statement of marks issued relating to the
 examinations held during …………………….. /

ii) Degree certificate issued at the convocation held on ……………………. /

iii) Provisional certificate / consolidated mark statement issued by the Bharathiar
 University, Coimbatore – 46 has irrevocably been lost / destroyed.

1. I file this affidavit for the purpose of receiving duplicate certificate.
2. The duplicate certificate shall be returned to the university once my original certificate/s is/are recovered by chance.
3. 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 University.

Solemnly affirmed

At (place) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ day of Signature of candidate

(Month) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And his / her signature affixed in my presence.

Place: Before me

Date: Notary public / Principal

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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