

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. 300/- (per mark statement)**
Duplicate Consolidated Statement of Grades -- **Rs. 1000/- (for first time) Rs. 2000/- (for second time)**
4. Fee amount may be paid in the form of CASH to Accounts department or DD infavour of “ **Sona College of Technology**”.
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 or Demand draft.
 - (d) Self – addressed stamped envelope (for Registered Post)
7. Duplicate Statement of Grade or Consolidated Statement will be provided **within 5 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 in the website.

This procedure is with effect from **19-08-2019** onwards.

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate for which applied for* :

Details of payment made :

Degree & Branch :

Demand Draft No.

D. D. Date :

Bank :

Amount paid Rs. :

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1. Name of the Student ...
 2. Register Number ...
 3. Sex ...
 4. (a) For duplicate Statement of Grades, fill in the Month and Year of Exam for which mark statement is required. ...
 - (b) 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 :

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
ofaged.....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 **Sona College 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: