

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE STATEMENT OF MARKS

1.	Name of the Candidate		
2.	Register Number		
3.	Name of the Programme		
4.	Year of Study		
5.	Email ID		
6.	Mobile Number		
7.	Applied for		
	<input type="checkbox"/> Statement of Marks		<input type="checkbox"/> Consolidated Statement of Marks
	Semester	Month & Year of Exam	Month & Year of last appearance in which qualified for the degree
8.	Circumstances under which the certificate was lost / destroyed		
9.	Whether the prescribed affidavit and LDR has been enclosed with the application.		

Place:

Date :

Signature of the Candidate

Note: HoD shall append the signature after verifying if the candidate has received the statement of marks from Department

Head of the Department

Principal

Fee Paid Details :

Fee paid (Rs.)	Receipt Number	Receipt Date	Administrative officer

Office use

Mark sheet No :	Date of Issue
Certificate Code :	

Prepared by

Examined by

Controller of Examinations

INSTRUCTIONS FOR DUPLICATE STATEMENT OF MARKS

- ❖ Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
- ❖ Application duly filled-in should be forwarded by the Head of the respective department along with the following:
 - An affidavit detailing the circumstances under which the original certificate was lost or destroyed
 - Lost Document Report (LDR)
 - The fees should be paid directly to the College office only after approval from the Controller of Examinations. The affidavit should be duly executed before the Notary Public / Principal of the College where he / she had studied in the prescribed format.
- ❖ 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.
- ❖ Fees once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.
- ❖ A minimum of three working days will be taken for processing the application.

AFFIDAVIT TO BE FILLED FOR ISSUE OF DUPLICATE STATEMENT OF MARKS

AFFIDAVIT OF THIRU / SELVI

1. I,, son / daughter of,
aged years, a student of(Department Name),
KG College of Arts and Science with register number and
residing atStreet, do
hereby solemnly and sincerely state as follows:

2. My Statement of Marks / Consolidated Statement of Marks issued relating to the examinations
held during has irrevocably been lost / destroyed.

3. I fill this affidavit for the purpose of receiving a duplicate Statement of Marks / Consolidated
Statement of Marks.

4. The duplicate Statement of Marks / Consolidated Statement of Marks shall be returned 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 affirm at _____ (place)

this (date) _____ and signed his / her name in my presence.

Notary Public / Principal