



K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612
(An Autonomous Institution Affiliated to Anna University, Chennai)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate which applied for*	---	Details of payment made
Degree / Branch	---	Demand Draft No:
		<u>Date</u> :
		<u>Bank</u> :
		Amount paid Rs.:

1. Name of the Student ---
2. Register Number ---
3. Sex ---
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 Grade Sheet fill in the Month and Year of last appearance in which qualified for the Degree ---
5. Circumstances under which the Grade Sheet / Consolidated Grade Sheet was lost ---
6. Whether the prescribed declaration has been enclosed with the application ---

Place:

Date:

SIGNATURE OF THE CANDIDATE

Forwarded

PRINCIPAL

FOR OFFICE USE ONLY

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

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* Write as Grade Sheet / Consolidated Grade Sheet

(Please see Instructions)



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INSTRUCTIONS

1. Duplicate Grade Sheet / Consolidated Grade Sheet 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 sent 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) Declaration explaining the circumstances under which the original certificate was lost.
 - b) Self - addressed stamped envelope (for Registered Post).
 - c) Non Traceable Certificate from Police Department.
 - d) The Original Daily News Paper (Registered) in which 'Notification' was issued for loss of Grade Sheet / Consolidated Grade Sheet.
 - e) Photocopy of the Grade Sheet / Consolidated Grade Sheet for which duplicate is required (if available).
 - f) the Demand Draft for the fee.
4. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the duplicate Grade Sheet / Consolidated Grade Sheet.
5. The fee for the issue of various certificate is as follows
 - a. Grade Sheet -- Rs. 300/- each
 - b. Consolidated Grade Sheet -- Rs. 1,000/-
6. The fee should be paid in the form of Demand Draft drawn in favour of the "THE PRINCIPAL, K.L.N. COLLEGE OF ENGINEERING" payable at Madurai.
7. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
8. Duplicate Grade Sheet / Consolidated Grade Sheet is to be surrendered to the College immediately if the Original Certificate is recovered later.
9. After submitting the above documents, in person, along with a requisition letter, the duplicate Grade Sheet / Consolidated Grade Sheet will be issued within 5 working days from the date of submission.

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DECLARATION TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Declaration of Thiru / Selvi.....

1. I..... Son / Daughter of
.....aged Years,
an old student / student of..... Degree of
college with Register number.....and residing at.....
..... do
hereby solemnly and sincerely state as follows.

2. My (i) Grade Sheet issued relating to the Examinations held during

(ii) Consolidated Grade Sheet issued by the College has irrevocably been lost / destroyed.

3. I file this declaration for the purpose of receiving duplicate Grade Sheet / Consolidated Grade Sheet.

4. I will return immediately the duplicate Grade Sheet / Consolidated Grade Sheet to the College once my original Grade Sheet / Consolidated Grade Sheet is / are recovered later.

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