

Standard Operating Procedure for Applying Duplicate Consolidated Statement of Grades

Steps	Particulars
Step 1 Submission of requisition letter along with supporting Documents	<p>Submit the Application Form for asking Duplicate Semester Grade Sheet(s) to the Principal through concern HoD with the following Documents.</p> <ol style="list-style-type: none"> a) Affidavit in (in prescribed format attached herewith – to be printed in Rs. 20 Stamp Paper) from Notary Public Lawyer with the full detail of lost or destroyed Consolidated Grade Sheet. b) Photocopy of all Semester Grade Sheets and Consolidated Statement of Grade.
Step 2 Fee Remittance details	<p>Duplicate Consolidated Statement of Grades Fee for first time is Rs. 1,000/- (Rupees One Thousand only) for the second time Rs. 2,000/- (Rupees Two Thousand only) to be paid by direct or Online Payment. Submit the request letter with paid challan proof to Administrative Office.</p> <p><u>Account Details</u></p> <p>Account Name : KAMARAJ College of Engineering and Technology Account Number : 004100050147438 Bank Name : Tamilnad Mercantile Bank Limited IFSC Code : TMBL0000004 Branch : Virudhunagar. Amount : Rs. 1,000/- (for 1st time) Rs. 2,000/- (for 2nd time)</p> <p><u>Note:</u> For Online Mode payment, the soft copy of payment receipt <u>with payment confirmation reference number</u>, to be produced to the Administrative office.</p>
Step 3 Collection of Certificate	<p><u>Time line:</u></p> <p>The candidate can collect their Duplicate Consolidated Statement of Grades from Administrative Office (after 5 working days).</p> <p><u>Note:</u> Candidate must collect their Duplicate Consolidated Statement of Grades from Administrative office in person.</p>
General Information	<p><u>Check List:</u></p> <ol style="list-style-type: none"> 1. Duly Filled Application Form to the Principal (Format attached) 2. Affidavit (in prescribed format attached herewith) from Notary Public Lawyer with the full detail of lost or destroyed Consolidated Statement of Grade Sheet(s). 3. Fee paid acknowledgement 4. Photocopy of all Semester Grade Sheets and Consolidated Statement of Grades.
Annexure	<ol style="list-style-type: none"> 1. Application Form 2. Affidavit Format

APPLICATION FOR ISSUING THE DUPLICATE CONSOLIDATED STATEMENT OF GRADES

- 1) Full Name (in English Capital Letters) _____
- 2) Register Number _____
- 3) Programme & Branch _____
- 4) Batch _____
- 5) Email ID & Mobile _____
- 6) Details of duplicate Consolidated Statement of Grades(s) is/are to be issued
 - a. Folio Number & Certificate Number _____
 - b. Month and Year of Passing _____

I declared that, I will return immediately the duplicate certificate to the Controller of Examinations, Kamaraj College of Engineering and Technology, K.Vellakulam – 625 701 (Near Virudhunagar) once my original Certificate is recovered later.

Signature of the Applicant

Enclosure:

1. Affidavit
2. Fee Receipt
3. Photocopy of Semester Grade Sheets
4. Photocopy of Consolidated Statement of Grades

Name:

Date:

Notes & Signature with Date	
HoD	Principal

For Office Use				
Application with Enclosures Received by Administrative Office Staff	Application Received by CoE Office Staff	Controller of Examinations – Notes & Signature with Date	Processed by CoE office Staff	Handed over to the Administrative Office
Signature with Date	Signature with Date		Signature with Date	Signature with Date

Details of Duplicate Certificate(s)

Certificate Number	Folio Number	Date of Issue	Signature of the Applicant (after Receiving)
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AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE
(To be printed in Rs. 20 Stamp Paper)

Affidavit of Thiru. / Selvi.....

1. I.....Son/Daughter of aged.....Years, studied/ studying Year of Branch with Register number..... at Kamaraj College of Engineering and Technology, K.Vellakulam – 625 701 (Near Virudhunagar) and residing at do hereby solemnly and sincerely state as follows.

2. My Consolidated Statement of Grades (S.No. Folio No.):..... issued by Kamaraj College of Engineering and Technology, K.Vellakulam – 625 701 (Near Virudhunagar) relating to the examinations held duringhas irrevocably been lost/destroyed.

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

4. I will return immediately the duplicate certificate to the Controller of Examinations, Kamaraj College of Engineering and Technology, K.Vellakulam – 625 701 (Near Virudhunagar) once my original Certificate is recovered later.

5. I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.

Place :

Date :

Signature of the Candidate

Solemnly affirmed at (Place), thisday of 20..... and his / her signature is affixed in my presence.

Signature of the Notary Public

Address:

Office seal: