

### Standard Operating Procedure for Applying Duplicate Semester Grade Sheet

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> <p>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 semester Grade Sheet(s).</p> <p>b) Photocopy of Semester Grade Sheet(s) (which is/are required for Duplicate Semester Grade Sheet(s))</p>
Step 2 Fee Remittance details	<p>Duplicate Semester Grade Sheet Fee for first time is Rs. 300/- (Rupees Three Hundred only) for the second time onwards Rs. 1,000/- (Rupees One Thousand only) to be paid by direct or Online Payment. Submit the request letter with paid challan proof to Administrative Office.</p> <p><b><u>Account Details</u></b></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. 300/- (for 1<sup>st</sup> time)                              Rs. 1,000/- (for 2<sup>nd</sup> time onwards)</p> <p><b><u>Note:</u></b> For Online Mode payment, the soft copy of payment receipt <b><u>with payment confirmation reference number</u></b>, to be produced to The Administrative office.</p>
Step 3 Collection of Certificate	<p>The candidate can collect their Duplicate Semester Grade Sheet from Administrative Office (within 5 working days).</p> <p><b><u>Note:</u></b> Candidate must collect their Duplicate Semester Grade Sheet from Administrative office in person.</p>
General Information	<p><b><u>Time line:</u></b> Candidate may collect his / her Duplicate Semester Grade Sheet from Administrative Office within 5 working days</p> <p><b><u>Check List:</u></b></p> <ol style="list-style-type: none"> <li>1. Duly Filled Application Form to the Principal (Format attached)</li> <li>2. Affidavit (in prescribed format attached herewith) from Notary Public Lawyer with the full detail of lost or destroyed semester Grade Sheet(s).</li> <li>3. Fee paid acknowledgement</li> <li>4. Semester Grade Sheet (which is applied for Duplicate Semester Grade Sheet(s))</li> </ol>
Annexure	<ol style="list-style-type: none"> <li>1. Application Form 2. Affidavit Format</li> </ol>

## APPLICATION FOR ISSUING THE DUPLICATE SEMESTER GRADE-SHEET(S)

- 1) Full Name (in English Capital Letters) \_\_\_\_\_
- 2) Register Number \_\_\_\_\_
- 3) Programme & Branch \_\_\_\_\_
- 4) Batch \_\_\_\_\_
- 5) Email ID & Mobile \_\_\_\_\_
- 6) Details of duplicate grade sheet(s) is/are to be issued
  - a. Semester(s) \_\_\_\_\_
  - b. Month and Year \_\_\_\_\_

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

Signature of the Applicant

Enclosure:

1. Affidavit
2. Fee Receipt
3. Photocopy of Semester Grade Sheet(s)

Name:

Date:

<b>Notes &amp; Signature with Date</b>	
<b>HoD</b>	<b>Principal</b>

<b>For Office Use</b>				
<b>Application with Enclosures Received by Administrative Office Staff</b>	<b>Application Received by CoE Office Staff</b>	<b>Controller of Examinations – Notes &amp; Signature with Date</b>	<b>Processed by CoE office Staff</b>	<b>Handed over to the Administrative Office</b>
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 Semester Grade Sheet (S.No. Folio No:) ..... issued by  
Kamaraj College of Engineering and Technology, K.Vellakulam – 625 701 (Near Virudhunagar)  
relating to the examinations held during .....has irrevocably  
been lost/destroyed.

3. I file this affidavit for the purpose of receiving duplicate certificate(s).

4. I will return immediately the duplicate certificate(s) to the Controller of Examinations, Kamaraj  
College of Engineering and Technology, K.Vellakulam – 625 701 (Near Virudhunagar) once my  
original Certificate(s) is / are 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), this .....day of  
..... 20.... and his / her signature is affixed in my presence.

Signature of the Notary Public

Address:

Office seal: