

**RULES FOR THE ISSUE OF DUPLICATE DEGREE/  
DIPLOMA CERTIFICATE/MARKLISTS ETC.**

- 1) Candidates applying for the duplicate of the documents i.e. transcripts/diploma/degree certificates in lieu of damaged ones shall produce the damaged original document along with an application stating the nature of damage and the circumstances in which it is caused.
- 2) In all other cases a notification shall be published in a newspaper or Government Gazette furnishing such as name of the University, name of examination, admission number, year and month and the full address of the candidate and a request for return of the document if received within a reasonable period. In cases of theft a complaint may also be lodged with the local police.
- 3) After the lapse of reasonable time (minimum of two weeks) candidate may apply for duplicate in a proforma issued from the University with other documents as detailed below.
  - A. An affidavit signed before the first class magistrate regarding the fact of irrecoverable loss in a stamp paper worth Rs. 50/= containing.
    - (i) All the relevant details of examination taken for which the candidate requires duplicate such as admission number, year, name of examination etc. duly countersigned by the Dean/ Associate Dean of the faculty.
    - (ii) A detailed report by the applicant stating the circumstances of loss or damage.
    - (iii) Report regarding the steps already taken to trace out the lost certificate such as complaint filed with the police, notification in the local Newspaper etc.
    - (iv) A declaration to the effect that the candidate will not misuse or allow to misuse the duplicate certificate to be issued and all the precautionary steps would be taken against possible misuse.
    - (v) An undertaking by the applicant to the effect that the original certificate will be surrendered if it is recovered subsequently.
  - B. The full sheet of the copy of the notification published in a newspaper or gazette regarding the loss should be enclosed for verifying the date of issue, name and page number of the newspaper.
  - C. A receipt towards the fee remitted as detailed below should be submitted
    - (i) Rs. 1000/= for transcript + Rs. 25/= as postal charge
    - (ii) Rs. 1000/= for each degree/ diploma certificate + search fee of Rs. 280/= + Rs. 25/= postal charge + certificate charge of (UG-750/PG-1000/Ph. D.-1500, whichever is applicable)

- D. The word 'Duplicate' should be written at the top of the application.
  - E. Duplicate Marklist/ Certificate will not be issued to the candidate directly. It will be sent by post to the applicant in the address shown in the application.
  - F. Triplicate will not be issued on any account. The duplicate Certificate will be rubber stamped 'Duplicate' across the emblem.
- 4) Duplicate transcript / certificate will be issued only after verifying the student file concerned and necessary entries in having issued the duplicate certificate will be made in the admission-cum-Academic records being maintained by the University.
- 5) The form of affidavit is appended.

DIRECTOR (ACADEMIC & PG STUDIES)