

**KOVAI KALAIMAGAL COLLEGE OF ARTS AND SCIENCE**  
**(An Autonomous Institute Affiliated to Bharathiar University)**  
**Re-accredited with "A" Grade by NAAC**  
**COIMBATORE-641 109**

**APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE**

1. Duplicate of which Certificate \* required :
2. Name of the Candidate :
3. Sex :
4. Registration Number :
5. Degree of study :
6. Period of study :
7. (a) If applying for duplicate statement of Grades, fill in the Month and Year of Exam, for which Grade statement was issued. :
- (b) If applying for duplicate consolidated statement of Grades fill in the 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 has been enclosed with the application :
10. Address to which the certificate is to be sent :

11. Fees paid :

Receipt No. :

Amount Rs.

Signature of the Candidate

Place:

Date:

Signature of the Principal

---

FOR OFFICE USE ONLY

---

Certificate issued on

Prepared By :

Folio No.

Examined By :

Controller of Examinations

\* Write as Statement of Grades / Consolidated Statement of Grades

(for instruction see over leaf)

P.T.O

## **INSTRUCTIONS**

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Application duly filled in along with
  - (a) an affidavit detailing the circumstances under which the original certificate was lost or destroyed.
  - (b) self – addressed stamped cover (for Registered Post).
  - (c) the demand draft should be sent directly to Principal, Kovai Kalaimagal College of Arts and Science, Coimbatore – 641 109. The affidavit should be duly executed before the Notary Public / Principal of the college where he / she had studied.
3. 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.
4. The fee for the issue of various certificates is as follows:

### **FOR FIRST TIME**

- (a) Statement of Grades - Rs.1000/- plus Rs.100/- cost of application
- (b) Consolidated Statement of Grades - Rs.1000/- plus Rs.100/- cost of application

### **FOR SECOND TIME**

- (c) Statement of Grades - Rs.2000/- plus Rs.100/- cost of application
- (d) Consolidated Statement of Grades - Rs.2000/- plus Rs.100/- cost of application

5. The fees should be paid either in the office of the college or in the form of demand draft in favour of the Principal, Kovai Kalaimagal College of Arts and Science payable at Coimbatore.
6. Fees once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.

\*\*\*\*\*

**AFFIDAVIT TO BE FILLED FOR ISSUE OF DUPLICATE CERTIFICATE**

Affidavit of Thiru / Selvi .....

1. I .....son / daughter of .....aged.....years, an old student / student of .....college with registration number .....and residing at .....street.....do hereby solemnly and sincerely state as follows.
2. My \* (i) .....(degree) statement of grades issued relating to the examinations held during ..... / (ii) Consolidated statement of grades issued by the, Kovai Kalaimagal College of Arts and Science Coimbatore – 641 109 has irrevocably been lost / destroyed.
3. I file this affidavit for the purpose of receiving duplicate certificate.
4. The duplicate certificate 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.

Solemnly affirmed

at (place) \_\_\_\_\_

this (date) \_\_\_\_\_ day of \_\_\_\_\_ Signature of the Candidate

(month) \_\_\_\_\_

and his / her signature affixed in my presence.

Before me

Place :

Date :

Notary Public / Principal

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office seal: