

	PAAVAI ENGINEERING COLLEGE (AUTONOMOUS) (Accredited by NAAC with 'A' Grade & NBA Accredited) NH-7, Paavai Nagar, Pachal Post, Namakkal – 637 018. OFFICE OF THE CONTROLLER OF EXAMINATIONS	Phone	(O)04286-243038 (M) 9842881388
		Fax	04286-243068
		Web	www.pec.paavai.edu.in
		Email	coe@paavai.edu.in

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Grade Sheet

Consolidated Statement of Grades

1.	Name of the Candidate		
2.	Register Number		
3.	Programme/ Specialization		
4.	If applying for duplicate Grade Sheet, specify the month and year of exam for which Grade Sheet is required	1.	5.
		2.	6.
		3.	7.
		4.	8.
5.	If applying for duplicate Consolidated Statement of Grades, specify the month & year of last appearance qualified for award of degree		
6.	Circumstances under which the certificate was lost		
7.	Whether the affidavit in the prescribed format has been enclosed along with the application		
8.	Mode of receipt of certificate(s), either in person or by post. In case, by post, mention the complete postal address with contact details and E-mail ID		

Place:

Date:

SIGNATURE OF THE CANDIDATE

Mode of Payment:	DD <input type="checkbox"/>	Cash <input type="checkbox"/>	Amount:		Date:	
DD/Receipt No.:		Amount in words (Rs. _____)				

For office use only

Original Certificate(s)		
Sem.	Sl. No./ Folio No.	Date of Issue
1		
2		
3		
4		
5		
6		
7		
8		
CSG		

Duplicate Certificate(s)		
Sem.	Sl. No./ Folio No.	Date of Issue
1		
2		
3		
4		
5		
6		
7		
8		
CSG		

Prepared by

Examined by

Controller of Examinations

INSTRUCTIONS

1. Duplicate Grade Sheet/Consolidate Statement of Grades 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) An affidavit explaining the circumstances under which the original certificate was lost.
 - (b) The affidavit should be duly executed in the prescribed format before the Notary Public/ Principal of the College.
 - (c) Photocopy of the Grade Sheet / Consolidated Statement of Grades for which duplicate is required (if available).
 - (d) The demand draft / receipt for the fee.
4. Application should be completed in every aspect and failure to furnish the correct details may cause delay in the issue of the certificate.
5. The fee for the issue of various certificate is as follows:

(a) Grade Sheet	:	Rs. 500/- each
(b) Consolidated Statement of Grades	:	Rs. 1,500/-
6. The fee should be paid in the college office either in cash or in the form of Demand Draft favour of **“The Principal, Paavai Engineering College, (Autonomous)”** payable at **Namakkal**.
7. Fee once paid will not be refunded or adjusted for any other certificate or means under any circumstances.
8. Duplicate Grade Sheet / Consolidated Statement of Grades have to be surrendered to the COE office of the college immediately, if the Grade Sheet / Consolidated Statement of Grades is recovered later.

AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thiru / Selvi.....

1. I.....Son/Daughter of
aged.....Years, studied/ studying..... Year of.....
Branch with Register number.....at Paavai Engineering College, Namakkal
and residing at
do hereby solemnly and sincerely state as follows.
2. My Grade Sheet* (S.No.:.....)/Consolidate Statement of Grades* (F.No.:.....)
issued by Paavai Engineering College (Autonomous),Namakkal relating to the examinations
held duringhas 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 COE office of the college once my
original certificate(s) 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

Solemnly affirmed

at(Place), thisday of 20.....

and his / her signature is affixed in my presence.

Signature of the Notary Public/Principal

Address:

Office seal:

* Delete which is not applicable.