



NATIONAL ENGINEERING COLLEGE, K.R.Nagar, Kovilpatti – 628 503.

(An Autonomous Institution - Affiliated to Anna University, Chennai)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE GRADE SHEET

Certificate for which applied for : Mode of payment
Degree / Branch : Demand Draft No./ :
Challan with Date :
Bank :
Amount paid Rs. :

-
1. Name of the Student :
 2. Registration Number :
 3. Sex :
 4. (a) If applying for duplicate Statement of Grade Sheet, fill in the Month and Year of Exam for which Statement of Grade Sheet is required :
(b) If applying for Duplicate /Consolidated Statement of Grades fill in the Month & Year of last appearance in which qualified for the Degree :
 5. Circumstances under which the certificate was lost :

Place :

Date :

SIGNATURE OF THE CANDIDATE

Forwarded

PRINCIPAL

FOR OFFICE USE ONLY

Certificate issued on : Prepared by :

Folio No. : Examined by :

CONTROLLER OF EXAMINATIONS

*Write as Statement of Grade Sheet/Consolidated Statement of Grades.

(Please see instructions)

DECLARATION FOR ISSUING DUPLICATE GRADE SHEET

1. I _____
Son/Daughter of _____
residing at _____

do hereby solemnly and sincerely state as follows.

2. My statement of Grade Sheet issued relating to the Examinations held during _____
3. I file this for the purpose of receiving duplicate certificate.
4. I will return immediately the duplicate certificate(s) to the College once my original certificate(s) is/are recovered later.
5. The facts stated are true and correct to the best of knowledge and if found false by the College, I shall abide by the decision of the College.

Place :

Date :

SIGNATURE OF THE CANDIDATE

INSTRUCTIONS

1. Duplicate Grade Sheet 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. Photocopy of the Statement of Grade Sheet/Consolidated of Grades for which duplicated is required (if available).
 - b. The Demand Draft or Bank Challan.
 - c. Non traceable certificate obtained from the Police Authority.
 - d. The original Daily News paper (Registered) in which 'Notification' was issued for loss of certificate.
4. While publishing such notification in the Daily Newspaper (Registered), the name of the applicant with initial, Registration Number, College name in which certificate was obtained etc. to be provided without fail.
5. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
6. The fee for the issue of various certificate is as follows :

Statement of Grade Sheet	:	Rs.500/- each
Consolidated Statement of Grades	:	Rs.1000/-
7. The fee should be paid in the form of Demand Draft drawn in favour of the "The Principal, National Engineering College, Payable at Kovilpatti" or IOB K.R.Nagar Branch Challan.
8. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
9. Duplicate Grade Sheet is to be surrendered to the College immediately if the Original Certificate is recovered later.