



APPLICATION FOR ISSUE OF DUPLICATE MARK SHEET / DEGREE

Instructions:
1. Duplicate mark sheet / degree will be issued only in case of marksheet / degree lost or destroyed irrevocably.
2. The application is to be filled by candidate in English CAPITAL Letters in blue/black ink.)

1. Name of the student (in block letters) <i>As per High School Certificate</i>	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																												
2. Father's / Husband's Name	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																												
3. Mother's Name	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																												
4. Complete Address for correspondence	<table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																												

City State Pincode

5. Email **Mobile No.**

Reason for applying for duplicate mark – sheet / degree? Lost Destroyed Irrevocably
Please tick the relevant option

Please enclose a copy of lost / destroyed marksheet / degree **Date**
Police complaint, its number & date

DETAILS OF THE DUPLICATE MARK – SHEET / DEGREE TO BE ISSUED

Course **Semester / Year**

Enrollment No.

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Aadhar No.

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DECLARATION

I submit that the mark / grade sheet / degree mentioned supra lost by me is a very essential document concerning all my future ventures. Hence, I request the authorities of the University to provide me a duplicate mark / grade sheet / degree lost / misplaced by me. I state that, I have not mis-used or improperly handled the mark / grade sheet / degree in any way that has been lost by me. I state that I will handover the original mark / grade sheet / degree in the event of retrieval of the lost original mark / grade sheet / degree at a later date.

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.

Date/...../.....

.....
Signature of the student

Please enclose the following documents:

1. Self attested photo copy of destroyed mark sheet / degree.
2. Self attested photo copy of Identity Proof i.e. Aadhaar Card
3. Fee Receipt
4. Copy of lost / destroyed complaint