



RATHINAM COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,
Recognized by UGC with 2(f) and 12B status, Approved by AICTE)
Rathinam Techzone, Pollachi Road, Eachanari, Coimbatore – 21

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

1. Duplicate of which Certificate* required :
2. Name of the Candidate :
3. Register Number :
4. Degree of study :
5. Branch :
6. Period of Study :
7. Sex :
8. (a) If applying for duplicate statement of Marks, fill in the Month and year of exam. For which mark statement was issued. :
- (b) If applying for duplicate consolidated statement of marks fill in the Month & Year of last appearance in which qualified for the degree :
09. Circumstances under which the certificate Was lost / destroyed :
10. Whether the prescribed affidavit has been enclosed with the application. :
11. Address to which the certificate is to be sent :

12. Fees paid :
BILL No.: Amount : Rs. Date:

Head of the Department

Principal

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). The affidavit should be duly executed before the Notary Public / Principal of the College.
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:

1. Statement of Marks	Rs.750/- per mark statement + Rs.50/- cost of application
2. Consolidated Statement of Marks	Rs.750/- Plus Rs.50/- cost of application

For Second Time:

1. Statement of Marks	Rs.1500/- per mark statement + Rs.50/- cost of application
2. Consolidated Statement of Marks	Rs.1500/- Plus Rs.50/- cost of application

5. Fees once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thru / Selvi.....

1. I.....

son / daughter ofaged.....years,

an old student / student of Rathinam college of arts and science with register number

.....and residing at

street.....

do hereby solemnly and sincerely state as follows.

2. My *(I)statement of marks issued relating to the examinations held during (ii) Consolidated statement of marks issued by the Rathinam College of Arts and Science has irrevocably been lost / destroyed.

3. I fill 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 :

Office Seal

Principal