

SREE VIDYANIKETHAN ENGINEERING COLLEGE (AUTONOMOUS)

SREE SAINATH NAGAR, A. RANGAMPET - 517 102



APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATES

- 1 Name of the Applicant (in block letters as per S.S.C.) : _____
- 2 Programme of Study : **B.Tech. / M.Tech. / M.C.A**
- 3 Branch of Study : _____
- 4 H.T. No. of the Candidate :

--	--	--	--	--	--	--	--	--	--
- 5 Father's Name : _____
- 6 Details of Duplicate Certificates Required :

SI.No	Details of Exams	Month & Year of Passing
1		
2		
3		
4		
5		
6		
7		

- 7 Reasons under which the application for the issue of Duplicate Certificate is made :
- i) **If damaged**
Original Pass Certificate is available and enclosed : **YES / NO**
- ii) **If Lost:**
- a) Whether police enquiry certificate is enclosed to the effect that the certificate/marks memo is lost beyond recovery. : **YES / NO**
- b) Whether an affidavit regarding the loss of the original certificate beyond recovery by 1st class Magistrate/Notary on Rs. 100/- Non-Judicial Stamp paper is attached : **YES / NO**

- 8 Details of Amount Paid : (Original and Duplicate challans to be enclosed)

Bank Challan No.	Date	Amount (Rs.)	Name of the Bank & Branch
			Andhra Bank, Sri Vidyanikethan Branch, A. Rangampet

- 9 I solemnly declare that the particulars furnished above are **True & Correct** to the best of my knowledge.

Signature of the Applicant

Verified by

Certified by

Approved by

**(Additional Controller
of Examinations Concerned)**

(Controller of Examinations)

(Principal)

INSTRUCTIONS

- The duplicate copies of the following certificates will be issued by printing on security paper.

Sl.No.	Details	Amount Rs.
1	Correction of Grade Sheet	50/-
2	Duplicate Grade Sheet	250/-
3	Duplicate Consolidated Grade Sheet	500/-
4	Duplicate Provisional Certificate	750/-

- THE APPLICATION SHALL BE SUBMITTED IN PERSON ONLY AT EXAMINATION SECTION:
- **Duplicate copy of Grade Sheet, Consolidated Grade Sheet, Provisional Certificate:**
Student who require duplicate copies of the above testimonials, have to submit duly filled-in prescribed application form (IN PERSON ONLY) along with photocopies of the certificates for which they are applying, to **The Principal, Sree Vidyanikethan Engineering College** along with the necessary total amount of fee through Challan only.
- Those who are applying for Duplicate copy of above Certificates, should submit the following along with the application form
 - i) A FIR Non traceable certificate (in original) from the Police Station limits where it was lost.
 - ii) A Photo copy of Certificate, for which they are applying.
 - iii) An affidavit regarding the loss of the original certificate beyond recovery by 1st class Magistrate/Notary on Rs. 100/- Non-Judicial stamp paper.