



# ARUNAI ENGINEERING COLLEGE

(Autonomous)

Tiruvannamalai – 03

## OFFICE OF THE CONTROLLER OF EXAMINATIONS



### APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

1.	Name of the Student	:	
2.	Register Number	:	
3.	Gender	:	
4.	Course / Branch / Year / Semester	:	
5.	Duplicate Certificate applied for	:	<input type="checkbox"/> Grade Sheet <input type="checkbox"/> Consolidated grade sheet
	Reason for applying the duplicate certificate	:	<input type="checkbox"/> Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed in accident/fire <input type="checkbox"/> Others (specify): _____
6.	For duplicate / damage certificate, mention the semester and Month & Year of Exam for which the grade sheet is required.	:	
7.	If applying for duplicate Consolidated Grade sheet, specify the month & year of last appearance qualified for award of degree	:	
8.	Circumstances under which the certificate was lost or damaged	:	
9.	Affidavit enclosed along with the application for Duplicate Certificate	:	Yes / No
10.	Mode of receiving the certificate: (i) In person / (ii) By post (mention full postal address).	:	
11.	Contact Phone Number & Email ID	:	
		:	

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that if the original certificate is later found, I shall return the duplicate certificate to the College immediately.

**Note: This procedure is applicable for Examinations Conducted Under Autonomous (From Nov/Dec'2024).**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Candidate

#### FOR OFFICE USE ONLY

Verified and found eligible for issue of duplicate certificate(s) : Yes / No	
Signature of Scrutinizing Staff with date:	
Certificate Issued on :	Prepared by:
Certificate Sl.No.:	Examined by:

Controller of Examinations

**AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE**

1. I, Thiru / Selvi \_\_\_\_\_,  
Son / Daughter of \_\_\_\_\_,  
aged \_\_\_\_\_ years, a former student of \_\_\_\_\_,  
under the Degree of \_\_\_\_\_,  
with Register Number \_\_\_\_\_, and residing at \_\_\_\_\_,  
do hereby solemnly and sincerely state as follows:

2. My  
(i) Statement of Grades issued for the examinations held during \_\_\_\_\_, and /  
or  
(ii) Consolidated Statement of Grades issued by **Arunai Engineering College (Autonomous), Tiruvannamalai-03**, has been **lost / destroyed** and is **not traceable**.
3. I am filing this affidavit for the purpose of obtaining a **Duplicate Statement of Grades / Consolidated Statement of Grades** from the College.
4. I undertake to **return the duplicate certificate(s)** to the College immediately, if the **original certificate(s)** is / are recovered at any later time.
5. I hereby declare that the facts stated above are **true and correct** to the best of my knowledge and belief. I also agree that, if any statement is found to be false, I shall abide by the decision and disciplinary action of the College.

**Place:** \_\_\_\_\_

**Signature of the Candidate**

**Date:** \_\_\_\_\_

**Solemnly affirmed** at \_\_\_\_\_ (Place)

this \_\_\_\_\_ day of \_\_\_\_\_ (Month / Year)

and the signature of the deponent is affixed in my presence.

**Signature & Seal of Notary Public / Principal**

**Address:**

**Office Seal:**