



K. Ramakrishnan
College of Technology
Autonomous
 Affiliated to Anna University Chennai, Approved by AICTE New Delhi,
 Accredited by NBA and with 'A+' grade by NAAC
 Samayapuram, Tiruchirappalli - 621 112, Tamilnadu, India.

Office of the Controller of Examinations



APPLICATION FOR DUPLICATE CERTIFICATE

Payment (only Camu portal)

Rs.

In words

1.	Name of the Candidate				
2.	Register Number				
3.	Degree & Branch				
4.	If applying for duplicate Statement of Grade, write the Month and Year of Exam for which Duplicate Statement of Grade is required				
5.	If applying for duplicate Consolidated Statement of Grade, write the Month and Year of last appearance in which qualified for the degree				
6.	Circumstances under which the certificate was lost				
7.	Whether the prescribed Affidavit has been enclosed				
8.	Postal address to which the certificate is to be sent				
9.	Contact address with phone number and e-mail ID				
Place:					
Date:					
Signature of the candidate					

FOR OFFICE USE ONLY

Original Certificate	1	2	3	4	5	6	7	8
Folio No								
Date of Issue								

Duplicate Certificate	1	2	3	4	5	6	7	8
Folio No								
Date of Issue								

Controller of Examinations

INSTRUCTIONS

1. Duplicate certificate 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
 - Xerox copy of the Grade Statement / Consolidated Grade Statement for which duplicate is required (if available).
4. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the duplicate.
5. The fee for the issue of
 - i) Statement of Grades – Rs. 500 /- Per statement
 - ii) Consolidated Statement of Grades – Rs. 1000 /- per statement
6. The fee should be paid through Camu portal.
7. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Statement of Grades / Consolidated Statement of Grades is to be surrendered to the College immediately if the Original Statement of Grades / Consolidated Statement of Grades is recovered.

AFFIDAVIT

Affidavit of Mr. / Ms.....

1. ISon / Daughter of
agedyears, studied / studyingDegreeBranch
With Register number at K. Ramakrishnan College of Technology, Samayapuram, Trichy –
621 112, and residing at
do hereby solemnly and sincerely state as follows.
2. My Statement of Grades* (Folio No.:) / Consolidated
Statement of Grades* (Folio No.:) issued by K. Ramakrishnan College of
Technology (Autonomous) relating to the Examinations held during
..... has irrevocably been lost / destroyed.
3. I file this affidavit for the purpose of receiving duplicate certificate(s).
4. I will return immediately the duplicate certificate(s) 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.

Place:

Date:

Signature of the Candidate

Solemnly affirmed

at (place)

this.....day of (date)

and his / her signature is affixed in my presence

Signature of the Head of the Department

Address:

Office Seal

* Strikeout which is not applicable