

**Registrar**



PROCESS FOR OBTAINING DUPLICATE CERTIFICATE (PROVISIONAL / TRANSFER / MIGRATION)

A. PROCEDURE

Duplicate Certificate will be issued only if the original Certificate is damaged / lost or stolen. An application (in prescribed format) requesting for the duplicate certificate, having himself / herself reference to the Certificates Provided, Year of Passing needs to be filled in this regard. This application has to be signed by the student himself / herself and is to be submitted at the Student Support Counter (Record Cell) Room No. – 123, situated in Office of the Registrar, Block "A" with documents as mentioned below.

- i. In case of lost or stolen certificate, an FIR (First Information Report) is to be filed in the nearest Police Station. The same is to be enclosed with the application.
- ii. Affidavit (Self-declaration) on non-Judicial Stamp.
- iii. A self-attested photocopy of the original Certificate issued by the University (if available).

B. PROCESSING TIME:

After receiving the application along with the above mentioned documents, the Student Support Counter (Record Cell) will process the application and a duplicate certificate will be issued to the student within 10 days after showing the transaction slip. The Certificate will be marked as "Duplicate" on its top.

- i. The application is checked and signed by the Student Support Counter (Record Cell) and forwarded to the In-charge of the Record Cell for verification.
- ii. After verification has been done by the In-charge of the Record Cell, it would be signed by the Respective Dean/HoD/PC.
- iii. After the signature of the Respective Dean/HoD/PC, it is forwarded to the Registrar for approval, generation and signature.

C. CHARGE FOR ISSUANCE DUPLICATE CERTIFICATE

	PROVISIONAL / TRANSFER / MIGRATION
Up to 5 years	₹ 500/-
More than 5 years	₹ 1000/-

*The charge is to be deposited in the Accounts Department of the University.