



Velammal Engineering College
(An Autonomous Institution, Affiliated to Anna University – Chennai)
Velammal Newgen Park Ambattur – RedHills Road , Chennai-600 066

OFFICE OF THE CONTROLLER OF EXAMINATIONS
APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate applied for* :

*Grade sheet /*Consolidated Grade sheet)

Degree / Branch ---

Department in which Studied / Studying ---

1. Name of the Student ---

2. Register Number ---

3. Gender ---

4. (a) If applying for duplicate Grade Sheet, fill in the
Month and Year of Exam for which Grade
Sheet is required ---

(b) If applying for duplicate consolidated Grade sheet
fill in the Month & Year of last appearance in which
qualified for the Degree ---

5. Circumstances under the which the certificate was lost ---

6. Whether the prescribed declaration has been enclosed
with the application ---

7. Address to which the certificate is to be sent /
will be collected in person ---

List of Enclosures:

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |
| 5. | 6. |

Place:

Date:

Details of payment made:

Demand Draft No:

Date :

Bank :

Branch :

Amount Rs. :

Contact Number:

SIGNATURE OF THE CANDIDATE

All the above details are VERIFIED by us and found to be genuine.

Signature of Class Incharge / ACO

Signature of HOD

FOR OFFICE USE ONLY

Certificate issued on : _____ Prepared by : _____

Certificate No. : _____ Examined by : _____

Date on which the D.D. was sent to Bank :

VERIFIED & ISSUED

DCOE

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.
3. The following documents should be enclosed along with the application.
 - a) Declaration explaining the circumstances under which the original certificate was lost. The declaration should be duly executed in the prescribed format before the witness of two persons with full postal address. **(Witness need to be the parents in case of candidates pursuing the course)**
 - b) Self - addressed stamped envelope (for Registered Post).
 - c) Photocopy of the Grade Sheet / Consolidated Grade Sheet for which duplicate is required (if available).
 - d) Proof of payment - Demand Draft in favour of "VEC Examinations" payable at Chennai.
 - e) Aadhaar Card of the candidate - Photocopy
4. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
5. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
6. Duplicate Certificate is to be surrendered to the COE office, immediately if the Original Certificate is recovered later.

CONTROLLER OF EXAMINATIONS

DECLARATION TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Declaration of Mr./Ms.....

1. I..... Son/ Daughter of
aged... Years, an old student / student of Dept. of studied /
studying in B.E./M.E./MBA with Register number.....and residing
at.....
.....
..... do hereby solemnly and sincerely state as follows.
2. My (i) Grade Sheets / Consolidated Grade Sheet issued relating to the Examinations held
duringhas irrevocably been lost / destroyed.
3. I file this declaration for the purpose of receiving duplicate certificate.
4. I will return immediately the duplicate certificate(s) to the College, once my original
certificate(s) is / are recovered later.
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

Witness (1) Name : _____

Aadhaar No.:

Signature : _____

Address : _____

Witness (2) Name : _____

Aadhaar No.:

Signature : _____

Address : _____
