



R.M.K. ENGINEERING COLLEGE

(An Autonomous Institution)

RSM Nagar, Kavaraipettai – 601 206



Office of the Controller of Examinations

Application for Duplicate Consolidated Mark Sheet / Duplicate Grade Sheet

No of Grade sheet	Amount
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1. Candidate Name : _____
2. Register Number : _____
3. Branch : _____
4. Year : _____
5. Address : _____

6. Contact Number and Email ID : _____
7. Semester, Month and Year of Exam for which Consolidated Mark / Grade Sheet is required : _____
8. Circumstances under the certificate was lost : _____
9. Whether the prescribed declaration has been enclosed with the application : _____
7. Payment Details : _____
(DD No. Name of bank and place with date)

Place :
Date :

Signature of the Candidate / Authorized
Person with date

HOD

PRINCIPAL & CHIEF COE

Issued :

COE



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Procedure for Obtaining Duplicate Consolidated Mark sheet and Duplicate Grade sheet

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. The candidate shall apply for the issue of Duplicate Consolidated Grade sheet / Duplicate grade sheets in the prescribed application available with the COE office. He/She should submit the filled application in person at the COE office.

Note : If he/ she could not come in person he /she shall send it through his/ her parents / authorized person (along with a letter authorizing them and Photo copy of the government authenticated ID of the person authorized to receive the Duplicate Consolidated Grade sheet / Duplicate grade sheets on his / her behalf).

3. The Following documents should be enclosed 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.
 - (b) Photocopy of the Consolidated Marks Sheet / Grade Sheet for which duplicate is required (if available).
 - (c) The Demand Draft.
 - (d) Photocopy of Driving Licence/Passport/Voter ID/ PAN Card/Aadhar Card
4. Application should be completed in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
5. The fee for issue of Duplicate Consolidated Mark sheet is Rs 1500/- (Rupee One Thousand Five Hundred only) and Duplicate Grade sheet is Rs.500/- (Rupees Five Hundred only) per Grade sheet.
6. The fee should be paid in the form of Demand Draft in favour of the " **Controller of Examinations, R.M.K. Engineering College**" Payable branch at Chennai .
7. Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
8. Duplicate Certificate is to be surrendered to the college immediately if the Original Certificate is recovered later.

CONTROLLER OF EXAMINATIONS



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DECLARATION TO BE FILED FOR ISSUE OF DUPLICATE GRADE SHEET

Declaration of Thiru /Selvi.....

1. I.....Son/Daughter
ofaged... Years,
student of... Degree ofcollege with
Register number.....and residing
.....do hereby solemnly and
sincerely state as follows.
2. My Consolidated Marks sheet / Grade Sheet issued relating to the Examinations held during
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 : _____

Signature : _____

Address : _____

Witness (2) Name : _____

Signature : _____

Address : _____

