



## 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  
during .....has 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 : \_\_\_\_\_  
\_\_\_\_\_