

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 **Details of payment made:** Certificate applied for*: Grade Demand Draft No / Online Transaction No.: Sheet /Consolidated Grade Sheet Date Have you applied earlier for Duplicate Bank Grade Sheets: Yes / No Branch Amount Rs. If "YES": Semester: **Contact Number:** 1. Name of the Candidate: 2. **Register Number:** 3. Gender: Male / Female 4. Degree (Pl. tick): B.E./B.Tech./MBA/M.E.(PSE)/M.E.(CSE) 5. Branch: Auto. / Civil / CSE / CSE (CS) / ECE / EEE / EIE / IT / MECH. / AI & DS / MBA 6. (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 7. Circumstances under the which the certificate was lost 8. Whether the prescribed declaration has been enclosed with the application 9. Will be collected in person or by post (Attach Self addressed stamped envelope if to be sent by post) List of Enclosures: 3. 1. 2. 4.

5.

Place:

Date: SIGNATURE OF THE CANDIDATE

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

6.

Signature of Class Incharge / ACO

Signature of HOD with Seal

	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

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.....

	aged Yea studying in at	nrs, an old B.E./M.E	student / student o	of Dept. of .	nter of	ding 		
	du	i) Grade Sheets / Consolidated Grade Sheet issued relating to the Examinations held duringhas irrevocably been lost / destroyed.						
5.	certificate(s	s) is / are r tated are tr	ecovered later.	best of my	to the College, once my original knowledge and if found false by the			
Pla	ace:							
Da	nte:			S	IGNATURE OF THE CANDIDAT	E		
W	itness (1)	Name	:		Aadhaar No.:			
		Signature						
W	itness (2)	Name	:		_Aadhaar No.:			
			:					