



SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

ESTD. 1999 - Approved by AICTE - Accredited by NBA
'A' Grade Accreditation by NAAC - Affiliated to Anna University
ISO 9001:2015 Certified Institution

Office of the Controller of Examinations

Lr.No. SRMVEC/COE/2021-84

Date: 16.11.2021

NOTIFICATION

The Duplicate Certificates will be issued only when it is lost or destroyed irrevocably. Application should be made only by the candidate in the prescribed format along with the following documents:

1. In case of loss / theft:
 - i. Copy of FIR (First Information Report) filed with Police intimating the loss of the certificate.
 - ii. A non-traceable certificate issued by the Police official, duly signed by the Inspector or Sub-Inspector with round seal (from the area in which the candidate lost the certificate) by mentioning Crime and Occurrence Sheet Number and Date.
 - iii. An affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the Notary Public with an undertaking to return the duplicate degree in case the original degree is found.
 - iv. Photo copy of the Grade Sheet / Consolidated Statement of Grades.
2. In case of damage / accidental mutilation:
 - i. Declaration explaining the circumstances under which the Original Certificate was damaged.
 - ii. Original Grade Sheet / Consolidated Statement of Grades.
3. Photocopy of Aadhaar Card / Driving License / Voter ID card.
4. Original receipt of necessary fee payment.

Duplicate certificate will be issued within 15 working days excluding the day of submission of application.



Fee particulars:

Sl.No	Name of the Certificate	Fee
1	Grade Sheet	Rs.500/- per Semester
2	Consolidated Statement of Grades	Rs.2000/-

Note:

1. If the Original certificate is recovered, the duplicate certificate **MUST BE SURRENDERED** to the office of the Controller of Examinations, SRMVEC.
2. Fee once paid shall neither be refunded nor adjusted for any other certificate under any circumstances.


12/11/2021

Controller of Examinations



Chief-Controller of Examinations

To

1. *The HoDs*

Copy to

1. *The Vice-Principal*
2. *The Manager, Office admin*
3. *File*

