

Issue of duplicate mark sheet

Students can apply for the duplicate mark sheet only when they really lost the original Mark sheet. The procedure for obtaining duplicate mark sheet is as follows:

- Make a FIR in the police station
- Submit an affidavit, in a 20Rs. Stamp paper as per the following format, authorized by the notary public

The fee per mark sheet is

Rs.1000 (If applied within 3 years after the course completion)

Rs.2000 (If applied after 3 years)

Rs.1000 (for the current students)

- Pay the fees in the extension counter of the ICICI Bank available in the campus using the chalan available in the COE office.

After submitting the above documents, in person, along with a requisition letter, the duplicate mark sheet will be issued within 10 working days from the date of submission.

FORMAT

AFFIDAVIT

I ^{o o o o o o o o} _____ aged _____ years, S /o, D /o
_____ with permanent residence at
_____ had joined _____
course/programme during _____ at Thiagarajar College of
Engineering , Madurai with Roll Number _____ & Register
Number _____. I do hereby solemnly affirm and sincerely state as
follows:

I found that I have inadvertently misplaced my _____
semester mark/grade sheet issued by the college. Despite a diligent
search undertaken by me to recover the mark/grade sheet, I found it
is impossible to retrieve the same. I presume that the mark/grade
sheet has been lost beyond retrieval.

I submit that the mark/grade sheet mentioned supra lost by me
is a very essential document concerning all my future ventures. I
hence request the authorities of the college to provide me a duplicate
mark/grade lost/misplaced by me. I state that I have not in any way
mis-used or improperly handled the mark/grade sheet that has been
lost by me. I state that I will handover the original mark/grade sheet
in the event of retrieval of the lost original mark/grade sheet at a later
date.

I submit that all matters stated above are true and correct. I will
indemnify you and your authority if any disputes arise in the above
matter and I will be held responsible for the same.

DEPONENT

PLACE :

DATE :

**Solemnly affirmed and signed before me at
..... (Place) on this (dated)**

(Seal & Sign of Notary Public)