

## FORM : 04 ( DUPLICATE MARKSHEET / CERTIFICATE )

### PROCEDURE FOR GETTING DUPLICATE MARK SHEET / CERTIFICATE

- Student has to download duplicate mark sheet / certificate form from college website for getting duplicate mark sheet / diploma certificate ( Form No. 04. )
- He / She has to submit duly filled duplicate mark sheet / diploma certificate form, self attested copy of semester mark sheet (before & after) which you want duplicate.
- He / She has to attach original copy of Police F.I.R report for missing certificate / mark sheet.
- He / She has to attach original copy of Affidavit on Rs.100/- bond with notary.
- He / She must have to pay fee of Rs. 150/- for each duplicate mark sheet, Rs. 200/- for level mark sheet & Rs. 200/- for Diploma certificate to college cash counter.
- He / She should submit duly filled form and have to attach above said documents ( Original copy of Police F.I.R., & notarised Affidavit ) to the inward – outward of examination section.
- After submitting the duplicate mark sheet and diploma certificate form with all required documents he / she will get the certificate within 7 -10 working days.
- **Only duplicate diploma certificate will be issued only after the coming convocation ceremony.**