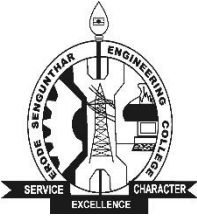


|  |   |       |  |
|--|---|-------|--|
|  | <b>ERODE SENGUNTHAR<br/>ENGINEERING COLLEGE</b> | Phone | 04294 – 232701,02 03                               |
|  | PERUNDURAI, ERODE - 638 057                     | Web   | <a href="http://www.esec.ac.in">www.esec.ac.in</a> |
|  | <b>OFFICE OF THE CONTROLLER OF EXAMINATIONS</b> | Email | coe@esec.ac.in                                     |

### APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Grade Sheet

Consolidated Statement of Grades

|               |  |                                   |    |
|---------------|--|-----------------------------------|----|
| 1.            | Name of the Candidate  |                                   |    |
| 2.            | Register Number  |                                   |    |
| 3.            | Programme/ Specialization  |                                   |    |
| 4.            | If applying for duplicate Grade Sheet, specify the month and year of exam for which Grade Sheet is required  | 1.                                | 5. |
|               |  | 2.                                | 6. |
|               |  | 3.                                | 7. |
|               |  | 4.                                | 8. |
| 5.            | If applying for duplicate Consolidated Statement of Grades, specify the month & year of last appearance qualified for award of degree                    |                                   |    |
| 6.            | Circumstances under which the certificate was lost   |                                   |    |
| 7.            | Whether the affidavit in the prescribed format has been enclosed along with the application  | YES / NO                          |    |
| 8.            | Mode of receipt of certificate(s), either in person or by post. In case, by post, mention the complete postal address with contact details and E-mail ID |                                   |    |
| <b>Place:</b> |  |                                   |    |
| <b>Date:</b>  |  | <b>SIGNATURE OF THE CANDIDATE</b> |    |

|                  |   |                              |  |       |  |
|------------------|---|------------------------------|--|-------|--|
| Mode of Payment: | ONLINE <input type="checkbox"/> Cash <input type="checkbox"/> | Amount:                      |  | Date: |  |
| DD/Receipt No.:  |   | Amount in words (Rs. _____ ) |  |       |  |

#### For office use only

| Original Certificate(s) |                    |               |
|-------------------------|--------------------|---------------|
| Sem.                    | Sl. No./ Folio No. | Date of Issue |
| 1                       |                    |               |
| 2                       |                    |               |
| 3                       |                    |               |
| 4                       |                    |               |
| 5                       |                    |               |
| 6                       |                    |               |
| 7                       |                    |               |
| 8                       |                    |               |
| CSG                     |                    |               |

| Duplicate Certificate(s) |                    |               |
|--------------------------|--------------------|---------------|
| Sem.                     | Sl. No./ Folio No. | Date of Issue |
| 1                        |                    |               |
| 2                        |                    |               |
| 3                        |                    |               |
| 4                        |                    |               |
| 5                        |                    |               |
| 6                        |                    |               |
| 7                        |                    |               |
| 8                        |                    |               |
| CSG                      |                    |               |

Prepared by

Examined by

Controller of Examinations

## INSTRUCTIONS

1. Duplicate Grade Sheet/Consolidate Statement of Grades 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 directly. **Application received on behalf of the candidate** will not be accepted.
3. The following documents should be enclosed along with the application.
  - (a) An affidavit explaining the circumstances under which the original certificate was lost.
  - (b) The affidavit should be duly executed in the prescribed format before the Notary Public/ Principal of the College.
  - (c) Photocopy of the Grade Sheet / Consolidated Statement of Grades for which duplicate is required (if available).
  - (d) Proof of payment
4. Application should be completed in every aspect and failure to furnish the correct details may cause delay in the issue of the certificate.
5. The fee for the issue of various certificate is as follows:

|                                      |   |                |
|--------------------------------------|---|----------------|
| (a) Grade Sheet                      | : | Rs. 300/- each |
| (b) Consolidated Statement of Grades | : | Rs. 1,500/-    |
6. The fee should be paid in the college through ONLINE.
7. Fee once paid will not be refunded or adjusted for any other certificate or means under any circumstances.
8. Duplicate Grade Sheet / Consolidated Statement of Grades have to be surrendered to the COE office of the college immediately, if the Grade Sheet / Consolidated Statement of Grades is recovered later.

