



**PSGR**  
**Krishnammal College for Women**



UGC – certified 'College of Excellence', Autonomous, Affiliated to Bharathiar University  
ISO 9001 : 2015 Certified, Accredited with 'A++' Grade by NAAC  
Peelamedu, Coimbatore – 641 004,

## **INSTRUCTIONS FOR APPLYING DUPLICATE STATEMENT OF MARKS/CONSOLIDATED STATEMENT OF MARKS**

1. The candidate may apply for duplicate Statement of Marks / Consolidated Statement of Marks in person if the originals were lost or destroyed.
2. Duly filled in application should be submitted to the Controller of examinations along with i) An affidavit as per specimen ii) Non-traceability certificate issued by the nearest Police Station where the certificates were lost and iii) photo copy of the Statement of Marks / Consolidated Statement of Marks.
3. Prescribed fee should be paid directly to the college office. Fees once paid will neither be refunded nor adjusted against any other fee under any circumstances.
4. Application shall be filled in only by the candidate.
5. Application shall be complete in every aspect to avoid delay in issue of the certificate.
6. Duplicate statements will be issued in about 10 working days.



### APPLICATION FOR OBTAINING DUPLICATE MARK STATEMENT

1. Name of the Applicant (Block Letters) :
2. Register Number :
3. Date of Birth :
4. Fathers Name :
5. E-Mail ID and Mobile number :
6. Degree Programme :
7. Branch :
8. Period of Study :
9. Duplicate applied for :
  - i) Consolidated Statement of Mark : Yes/No
  - ii) Statement of Marks : Yes/No
- Semester :
- Month and Year of passing :
10. Circumstances under which the grade sheet was lost :
11. Whether prescribed affidavit and Non-Traceable Certificate enclosed :

I declare that the particulars filled in by me are correct and in case of any discrepancy found therein, I shall be responsible for the consequences.

**Place:**

**Date:**

**Signature of the Candidate**

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#### **FOR OFFICE USE ONLY**

#### **Note to Account Section :**

Please collect \_\_\_\_\_ only

Receipt No. & Date : \_\_\_\_\_ **Controller of Examinations**

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Certificate issued on :

Prepare by:

Folio No. :

Examined by :

**Controller of Examinations**

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**Received the Certificate(s)**

**Date :**

**Signature of the Student**



**AFFIDAVIT TO BE FILLED FOR ISSUE OF DUPLICATE CERTIFICATE**

Affidavit of Selvi.....

1. I ..... daughter of  
..... aged ..... years,  
an old student / student of ..... .. college with  
register number ..... And residing at ..... Street  
..... do  
hereby solemnly and sincerely state as follows.

2. My ..... Statement of Marks / Consolidated Statement of  
Marks / Rank certificate issued relating to the examinations held during .....  
issued by PSGR Krishnammal College for Women, Coimbatore has irrevocably been  
lost / destroyed.

3. I file this affidavit for the purpose of receiving duplicate certificate.

4. The duplicate certificate shall be returned to the College once my original certificates  
(s) is (are) recovered by chance.

5. The facts stated are true and correct to the best of my knowledge and if found false  
by the institutions I shall abide by the decision of the institution.

6. For candidates who have passed out, a claim to be registered at the police station  
concerned and the affidavit to be attached in the original.

Solemnly affirmed

At (place) \_\_\_\_\_

This (date) \_\_\_\_\_ day of

(Month) \_\_\_\_\_

and her signature affixed in my presence

**Signature of the Candidate**

Place :

Date :

Before me

Notary Public / Principal

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office Seal :