



SONA COLLEGE OF TECHNOLOGY, SALEM - 636 005
(An Autonomous Institution Affiliated to Anna University, Chennai, India)
Office of the Controller of Examinations

Office No.:	4099910
E-mail:	coe@sonatech.ac.in

A format is prescribed to apply for the issue of Duplicate Certificate. An affidavit signed in the presence of the Principal or a Notary Public has to be filed along with the application for duplicate of Statement of Grades / Consolidated Statement of Grades. (Duplicate of Provisional and Degree Certificates may be obtained from Anna University, Chennai as per procedure in the website.)

Details of applying for Duplicate of Statement of Grades / Consolidated Statement of Grades along with the particulars of fee prescribed are given below:

1. The fee for various categories of Duplicate Certificate:

- a) Statement of Grades -- Rs. 250/- (per mark statement)
- b) Consolidated Statement of Grades -- Rs. 550/-

2. The candidate should apply in the format prescribed by the College.

3. The format is available in the College website along with the affidavit.

4. The fee should be paid in the form of demand draft in favour of the "SONA COLLEGE OF TECHNOLOGY" payable at Salem – 636 005.

5. Xerox copy of the Statement of Grades / Consolidated Statement of Grades for which duplicate is required shall be enclosed, if available with the candidate.

6. Once paid, the fees shall neither be refunded nor adjusted for any other purpose under any circumstances.

This procedure is effect from 06.02.2014 and those candidates who apply for the Duplicate certificate on or after the date should follow the above said procedure.

CONTROLLER OF EXAMINATIONS

PRINCIPAL



SONA COLLEGE OF TECHNOLOGY, SALEM - 636 005
 (An Autonomous Institution Affiliated to Anna University, Chennai, India)
Office of the Controller of Examinations

APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE

Certificate for which applied for* :	Details of payment made :
Degree & Branch :	_____
	Demand Draft No.
	D. D. Date :

	Bank :

	Amount paid Rs. :

-
1. Name of the Student ...
 2. Register Number ...
 3. Sex ...
 4. (a) For duplicate Statement of Grades, fill in the Month and Year of Exam for which mark statement is required. ...
 - (b) For duplicate Consolidated Statement of Grades, fill in the Month & Year of last appearance in which qualified for the Degree. ...
 5. Circumstances under which the certificate was lost. ...
 6. Whether the prescribed affidavit has been enclosed with the application ...
 7. Address to which the certificate is to be sent[#]. ...
- Place: _____
- Date: _____

Signature of the Candidate

FOR OFFICE USE ONLY

Certificate issued on:	Prepared by :
_____	_____
Folio No.:	Examined by :
_____	_____

Controller of Examinations.

* Statement of Grades / Consolidated Statement of Grades.

Students applying in person may receive the Statement of Grades / Consolidated Statement of Grades from the Office of the Controller of Examinations.

(for Instructions see over leaf)

P.T.O

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is lost or destroyed irretrievably.
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 fee should be paid in form of demand draft in favour of the “SONA COLLEGE OF TECHNOLOGY” payable at Salem – 636 005.
4. The following documents should be enclosed along with application.
 - (a) An affidavit
 - (b) Self – addressed stamped envelope (for Registered Post)
 - (c) Xerox copy of the Statement of Grades / Consolidated Statement of Grades for which duplicate is required.
 - (d) Demand draft.
5. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
6. The fee for the issue of various certificates is as follows:

(a) Statement of Grades	-- Rs.250/-
(b) Consolidated Statement of Grades	-- Rs.550/-
7. Fees once paid will not be refunded nor adjusted for any other purpose under any circumstances.
8. Duplicate Certificate is to be surrendered to the College immediately if the Original Certificate is recovered.

AFFIDAVIT TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Affidavit of Thiru / Selvi.....

1.I.....Son / Daughter of

.....aged.....Years,

An old student / student of.....Degree of.....

College with Register number.....and residing at.....

do hereby solemnly and sincerely state as follows.

2.My (i) Statement of Grades issued relating to the Examinations held during.....

(ii) Consolidated Statement of Grades issued by the Sona College of Technology has been lost /
destroyed.

3.I file this affidavit for the purpose of receiving duplicate Statement of Grades / Consolidated Statement
of Grades .

4.I will return immediately the duplicate certificate(s) to the College once my original certificate(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 College, I
shall abide by the decision of the College.

Place :

Date :

Signature of the Candidate

Solemnly affirmed

at(place)

thisday of200....

and his / her signature is affixed in my presence.

Notary Public / Principal

Address:

Office seal: