

**OFFICE OF CONTROLLER OF EXAMINATIONS**

S.No	APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE									
1	NAME OF THE CANDIDATE									
2	ROLL No.									
3	PROGRAMME & BRANCH									
4	YEAR / BATCH									
5	ADDRESS (Full Address with Contact details)		MOBILE NO.							
6	CERTIFICATES FOR WHICH DUPLICATE REQUIRED UPTO: ( TICK the semester)		I	II	III	IV	V	VI	VII	VIII
(a)	If applying for duplicate Grade Sheet, fill in the Month and Year of Exam for which Grade Sheet is required									
(b)	If applying for duplicate Consolidated Statement of Grades fill in the Month & Year of last appearance in which qualified for the Degree									
7	Circumstances under which the certificate was lost									
8	Whether the prescribed affidavit has been enclosed with the application		Yes / No							
9	Whether the LDR from TN Police has been enclosed with application		Yes / No		LDR No : Date :					
10	Verified the attachments as per instruction (3).		3(a) <input type="checkbox"/>		3(b) <input type="checkbox"/>		3(c) <input type="checkbox"/>			

The above submitted details are true and correct to the best of my knowledge and if found false by the MCET, I shall abide by the decision of the MCET.

**SIGNATURE OF THE APPLICANT WITH DATE**

**HOD**

**COE**

**PRINCIPAL**

## **INSTRUCTIONS**

1. Duplicate certificate 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 submitted 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 or destroyed. The affidavit should be duly executed in the prescribed format before the Notary Public/ HoD Concerned where he / she had studied.
  - (b) Lost Document Report from [eservices .tnpolice.gov.in](http://eservices.tnpolice.gov.in).
  - (c) Photocopy of the Statement of Grade Sheet for which duplicate is required (if available).
  - (d) Online payment receipt copy should be submitted while receiving the duplicate grade sheets.
4. Application should be completed in every aspect. Failure to furnish correct details may cause delay in the issue of the certificate.
5. After submission of application form, it will be verified and online fee payment will be enabled.
6. The fee for the issue of various certificate is as follows:
  - (a) Statement of Grade Sheet -- Rs. 500/- each
  - (b) Consolidated Statement of Grades -- Rs. 1500/-
7. The fee should be paid through online mode.
8. Fee once paid shall neither be refunded nor adjusted against any other certificate under any circumstances.
9. Duplicate Certificate is to be surrendered to the MCET immediately if the Original Certificate is recovered later.

### **For CoE Office use only:**

<b>ONLINE PAYMENT DETAILS :</b>  Statement of Grade Sheet : Rs. 500/- each Consolidated Statement of Grades: Rs. 1500/-	No. of Sem Grade Sheet(s) ____ X 500 = Rs. _____ /- Consolidated Statement of Grades 1500 = Rs. _____ /-	
	Total = Rs. _____ /-  In words ( _____ )	
ONLINE PAYMENT TRANSACTION ID		Date:

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

Affidavit of Thiru / Selvi.....

1. I..... Son / Daughter of  
..... aged..... Years,  
a student studied during the period... ..to..... / student studying in.....  
Degree of ..... (branch), of MCET with Roll number ..... and  
residing at (address).....  
.....

do hereby solemnly and sincerely state as follows.

- 2. My (i) \* Statement of Grade Sheet issued relating to the Examinations held during .....
- (ii)\* Consolidated Statement of Grades issued by the MCET has irrevocably been lost /  
destroyed.
- 3. I file this affidavit for the purpose of receiving duplicate certificate.
- 4. I will return the duplicate certificate(s) to the MCET immediately once my original certificate(s) is /  
are recovered later.
- 5. The facts stated are true and correct to the best of my knowledge and if found false by the MCET, I  
shall abide by the decision of the MCET.

Place :

Date :

SIGNATURE OF THE CANDIDATE

Solemnly affirmed

at.....(Place)

this (date) .....(month) ..... (year)20.....

and his / her signature is affixed in my presence.

Signature of Notary Public / HoD:

Address:

Office seal:

\* Delete which is not applicable.

Tamil Nadu Police

LOST DOCUMENT REPORT

LDR No. : SC586202100621

Date : 24/07/2021

1. Complainant's Details

Mr. PRAKASH,  
21 DHANABAL LAYOUT,  
UPPILIPALAYAM - 641015.  
Mobile No: 9787964347

2. Occurrence Details

- a. Date and Time of Loss 15/07/2021 , 10:05 hrs  
b. Date and Time of Report 24/07/2021 , 12:39 hrs  
c. Place of Occurrence DHANABAL LAYOUT COIMBATORE  
c. District COIMBATORE CITY

3. Description of Document Lost

- a. Document Type School/College Certificate  
b. Name of the Institution DR MAHALINGAM ENGINEERING TECHNOLOGY  
c. Type of Certificate SCHOOL CERTIFICATE

4. Photo ID Proof



Issued by  
Tamil Nadu Police Department

- i. This is an authentic system generated Lost Document Report from the Official website of Tamil Nadu Police.  
ii. For verification of genuineness of the report, please visit [www.eservices.tnpolice.gov.in](http://www.eservices.tnpolice.gov.in)  
iii. Authority issuing duplicate document may obtain proof of identity.

Disclaimer :

- i. This application is for lodging report of documents lost in Tamil Nadu only.  
ii. Report Lodged under this application is not a subject matter for enquiry/investigation.  
iii. False report to Police is a punishable offence.