



SRI SANKARA ARTS AND SCIENCE COLLEGE

AUTONOMOUS

A Unit of Sri Kanchi Kamakoti Peetam Charitable Trust
Affiliated to University of Madras
ENATHUR, KANCHIPURAM – 631 561

Application Form for Duplicate Mark sheet / Certificate

To
The Controller of Examinations
Sri Sankara Arts and Science College
Enathur, Kanchipuram – 631 561

Sir/Madam,

I hereby apply for a duplicate mark sheet / Certificate for which the following particulars are submitted:

1. Name of the candidate (in **BLOCK LETTERS**) :
2. Register Number :
3. Degree and Branch :
4. Month and year for duplicate Mark sheet :
5. Semester for which duplicate
Mark sheet / certificate is required :
6. Whether the photo copy of fees paid
details are enclosed : YES / NO
7. Whether the original filled affidavit
Form is enclosed : YES / NO
8. Whether the original filled police certificate
is enclosed : YES / NO
9. Address for communication with Phone number :
10. Amount Paid :
11. Name of the Bank and Branch :
12. Details of Online Transaction ID and Date :

I declare that the particulars furnished above are true to the best of my knowledge and belief.

STATION:

DATE:

Signature of the Candidate

Enclosures required:

1. A Police Certificate issued by the Police Official (Duly signed by the inspector or Sub-Inspector) by mentioning Crime and Occurrence Sheet Number and Date - (Original).
Police Certificate without C & O sheet No. & Date is not acceptable.
2. An affidavit in a Ten or Twenty rupees Bond Paper duly signed on the Prescribed Stamp by the Notary Public (Original).
3. Photocopy of the fess paid details.
4. Self addressed 15 X 11 inch size cloth line cover with postal stamp of Rs.60/-.

Instructions:

1. **Fees:** The candidates can apply for Duplicate Mark sheet / Certificate with a prescribed fee of Rs.500/- (for single mark sheet / Certificate) to be remitted in the designated Bank – Indian Bank in the form of Offline Challan, or Net Banking from any Nationalized Bank or through Debit Cards/Credit Cards/Other Payment gateways.
2. Read the form carefully and all columns to be filled mandatory.
3. The amount once paid will not be refunded on any Circumstances.

Online Payment Details:

The online payment link is <http://sankaracollege.net/onlineexamfees.htm>.

FORMAT OF THE AFFIDAVIT

Affidavit for the issue of Duplicate mark sheet duly typed in Non - Judicial Stamp paper value of Rs.10- or 20/-.

I, _____ S/o./D/o. _____ , aged about ____ years, residing at _____ do hereby solemnly affirm and sincerely state as follows:

I declare and state that I have lost my _____ mark sheet/certificate/s issued by Sri Sankara Arts and Science College, Enathur, bearing Register No. _____ Passed in ____ (Month & Year), Semester/s _____. I have tried my best to trace out them, but I could not trace the Mark sheet/certificate/s. Immediately I have lodged a complaint before the Police station on _____. The above matter was also published in the Crime & Occurrence Sheet vide no ____ and / Date _____ issued by the police station _____.

I request the Duplicate copy of my Mark sheet/certificate/s from Sri Sankara Arts and Science College, Enathur for my future and therefore I sworn this affidavit.

I request Sri Sankara Arts and Science College, Enathur to issue the Duplicate Marks sheet/certificate/s. I assure that I will return the Duplicate Mark sheet/certificate/s to Sri Sankara Arts and Science College, Enathur, if my original Marks sheet/certificate/s is / are found by me.

The above deponent sworn the above and Signed herein before me on this day _____ day of _____ 20

DEPONENT

Before me

Sign & Seal of the Notary Public

FORMAT OF THE POLICE CERTIFICATE

CERTIFICATE

This is to certify that a case/ report of missing was received from Thiru.Tmt./Selvi. _____ S/o./D/o. _____ residing at _____. The Complainant reported that he / she missed _____. In this connection, all possible steps were taken to trace the missing Marks sheet/certificate/s and is / are not traceable. The missing report was also published in Crime and Occurrence Sheet no _____ Dated _____.

Signature & Seal