



SADAKATHULLAH APPA COLLEGE (AUTONOMOUS)
RAHMATH NAGAR, TIRUNELVELI – 627 011.
Reaccredited by NAAC at an 'A++' Grade with a CGPA of 3.56 out of 4.0 in the IV Cycle
ISO 9001:2015 Certified Institution

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR OBTAINING DUPLICATE MARK STATEMENT

1. Name of the Candidate as in Certificates :
2. Register Number/Roll No :
3. Date of Birth :
4. Fathers Name :
5. E-Mail ID and Mobile number :
6. Degree Programme :
7. Branch / Major :
8. Period of Study :
9. Month and Year of Passing (last appearance) :
10. Duplicate applied for :
 - i) Consolidated Statement of Mark : Yes/No
 - ii) Semester wise Statement of Marks : Yes/NoIf semester wise – Mention the Particular semester (or) semesters. :
11. Circumstances under which the grade sheet was lost :
12. Whether Prescribed self undertaking letter enclosed : Yes/No
13. Address for Communication with Pin code :

Mobile No : _____

Place :

Date :

Signature of the Candidate

FOR OFFICE USE ONLY

Note to Account Section :

Please Collect _____ only

Receipt No. & Date : _____

Signature of the Office Accountant

Controller of Examinations

Certificate Issued on :

Prepared by :

Certificate No :

Examined by :

Controller of Examinations

Received the Certificates(s)

Date:

Signature of the Student



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**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) Self undertaking letter as per specimen given and photo copy of the Statement of Marks / Consolidated Statement of Marks.
3. Prescribed fee should be paid through Bank challan. College copy of the challan should be submitted to the COE 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.



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SELF UNDERTAKING LETTER TO BE FILLED FOR ISSUE OF DUPLICATE CERTIFICATE

Self undertaking letter of Mr/Miss/Mrs. _____

1. I _____ son/daughter of
_____ aged _____ years,
an old student / student of _____ college with
register number/roll number _____ and residing at _____.

Do hereby solemnly and sincerely state as follows.

2. My _____ Statement of Marks / Consolidated Statement of Marks / issued relating to the examinations held during _____ issued by Sadakathullah Appa College, Rahmath Nagar, Tirunelveli has been lost / destroyed.
3. I file this self undertaking letter for the purpose of receiving duplicate certificate.
4. The duplicate certificate shall be returned to the college once my original certificates 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.

Place :

Date:

Signature of the Parent

Signature of the candidate

Signature of the HoD

Principal

BANK COPY

COLLEGE COPY

STUDENT COPY

SADAKATHULLAH APPA COLLEGE
(AUTONOMOUS),
RAHMATH NAGAR, TIRUNELVELI -11.

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CANARA BANK
SAC - EXAMINATION
ACCOUNT(CURRENT)
ACCOUNT NO: 2998201000076

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CANARA BANK
SAC - EXAMINATION
ACCOUNT(CURRENT)
ACCOUNT NO : 2998201000076

Date :

Date :

Date :

Reg. No. :
Name :
Class :
Semester :

Reg. No. :
Name :
Class :
Semester :

Reg. No. :
Name :
Class :
Semester :

PARTICULARS	No. of papers	AMOUNT Rs.
Theory		
TOTAL		

PARTICULARS	No. of papers	AMOUNT Rs.
Theory		
TOTAL		

PARTICULARS	No. of papers	AMOUNT Rs.
Theory		
TOTAL		

Rs.
.. Only

Rs..
.. Only

Rs.
.. Only

Remitter's Signature
(College copy & Student copy should to be returned to the Remitter)

Cashier

Remitter's Signature

Cashier

Remitter's Signature

Cashier

Denominations	Rs.
2000/1000*	
500*	
200*	
100*	
50*	
20*	
10*	
coins	
TOTAL	

Denominations	Rs.
2000/1000*	
500*	
200*	
100*	
50*	
20*	
10*	
coins	
TOTAL	

Denominations	Rs.
2000/1000*	
500*	
200*	
100*	
50*	
20*	
10*	
coins	
TOTAL	