

**(Abstract)**

Revised rules for issuing duplicate Marklist/Grade Card/Degree Certificates- Syndicate resolution implemented- Orders issued

---

**EXAMINATION BRANCH**

EG1.1/17303/2019

Kannur, Dated: 01.06.2020

- 
- Read:-1. Note to Syndicate No : EG1.1/17073/2019 dated 26/02/2020  
2. Resolution 2020. 140 of the Syndicate meeting held and confirmed on 10/03/2020

**ORDER**

1. Syndicate at its meeting held on 10-03-2020 vide item no 2020:140 approved the revised rules for issuing duplicate Mark lists/Grade Card/Degree Certificate till verification of application through NAD is started. The syndicate resolution has been implemented.
2. As per the orders of the Vice Chancellor, the revised rules for issuing duplicate Mark lists/Grade Card/Degree Certificate approved by the syndicate is implemented and the revised rules will be in force till NAD becomes operational.
3. The revised rules are applicable for issuing Marklists/Grade Cards/Degree certificate whether uploaded on NAD or not .
4. The revised rules are appended.
5. Orders are issued accordingly.

Sd/-

**Dr. Vincent P J**

**CONTROLLER OF EXAMINATIONS**

- To:
1. Principals of all affiliated colleges.
  2. PS to VC/PA to PVC/PA to Rr
  - 3..All JRs/DRs/ARs/SOs in Examination Br
  4. Computer Programmer (for posting on website)

Copy To: PA to CE

Forwarded / By Order

  
SECTION OFFICER

**Appendix to U.O.No EG1.1/17303/2019 dated ..l:6-2020.**

**Rules for obtaining duplicate/triplicate Degree Certificate /Grade card/Marklist.**

- 1 .In case of loss or destruction of Degree certificate/Grade card/ Marklist a candidate may obtain a duplicate Degree certificate/Grade card/ Marklist on submitting an application to the Controller of examinations, Kannur University in the prescribed format (Annexure 1) with receipt of the prescribed fee and an affidavit in the prescribed format (Annexure 2) on non judicial stamp paper signed and certified by a Notary appointed under Notaries Act.
2. When the candidate surrenders the remnants of the damaged/spoiled Degree certificate/Grade card/ Marklist and on verifying the details therein, duplicate may be issued on the basis of an affidavit in plain paper signed by the candidate (Annexure 2- excluding the part meant for Notary).In ascertaining whether the document, the remnants of which are produced, has been issued by this University or not, the decision of the Controller of Examinations shall be final.If the details of documents cannot be identified from the remnants, the candidate shall submit the affidavit signed before the Notary.
3. If the certificate is lost in foreign countries, affidavit obtained from the Indian Embassy/Consulate of that Country( Annexure 2-with appropriate changes), shall be submitted instead of affidavit signed before Notary.
- 4.The candidate shall remit fee prescribed for duplicate. Fee once remitted will not be refunded or adjusted.
5. Defective application, and application and affidavit not in the prescribed formats will not be considered.
- 6.If the lost documents include more than one document of different programmes, only a single affidavit is enough. But applications and chalan for duplicate documents of different programmes shall be submitted separately, along with the photocopy of affidavit . In such cases, the fact that original affidavit has been submitted with other application, shall be written on the copy of affidavit .
7. The above said procedure shall be followed for issuing triplicate of the document in cases where the duplicate already issued is lost and this fact shall be appropriately mentioned in the affidavit.
- 8.Decision of the Controller of Examination will be final on all matters relating to the admissibility of application and affidavit.

**KANNUR UNIVERSITY**  
**APPLICATION FORM FOR DUPLICATE DEGREE CERTIFICATE/GRADE**  
**CARD/MARKLIST**

(Strike off whichever is not applicable)

1. Name of the candidate (in block letters) :
2. Name of the Course/Programme/Branch with period of study:
3. Name of College/Dept./Centre of Examinations :
4. Register Number :
5. Permanent Address for communication with PIN code(in block letters) :

6. Address for communication with PIN code(in block letters)

7. Mobile Number :
- Email Id :

**8.Details of Duplicate Degree Certificate /Grade Card/ Marklist lost**

Register Number	Year/Semester	Month & Year of examination	Centre of Examination	Remarks

**9.Details of Duplicate Degree Certificate /Grade Card/ Marklist required**

Register Number	Year/Semester	Month & Year of examination	Centre of Examination	Remarks

**10.Details of fee remitted:**

Chalan Number	Amount	Date	Details of Bank/online remittance

**11.Details of Affidavit Taken**

- a) Name of the Notary:



b) Date of Affidavit

I have read the rules for obtaining duplicate and I certify that all the information/details furnished above are true and correct.

Place.....

Date.....

Applicant

Signature of the

**Enclosures required:**

1. Affidavit and self attested photocopy of proof of identity.
2. Chalan receipt
3. Copy of lost Degree Certificate /Grade Card/ Marklist (if available)
4. Self addressed stamped envelope
5. Filled in application for Degree Certificate with relevant documents ( applicable only for Duplicate Degree Certificate)

**Instructions:**

1. Affidavit should be in non judicial stamp paper worth Rs 100/-
2. Prescribed fee should be remitted.
3. The Application shall be submitted to the Controller of Examinations , Kannur University.

Format of Affidavit for Duplicate /Triplicate Degree Certificate/Grade Card/Marklist

AFFIDAVIT

I.....S/O/D/O.....  
aged..... permanent resident of .....House

.....  
.....(Full address with Post Office, PIN Code, District, State) presently residing at .....House

.....( Full address with post office,PIN Code, District, State) do solemnly affirm and state as follows:-

I say that the original Degree Certificate/Grade Card/Marklist issued to me by the Kannur University on passing .....(specify semester/year) .....(specify name of the programme/course) under Register Number .....at the examination held in.....(month and year) has been lost/destroyed/damaged or defaced while/due to .....(state the circumstance/reason).

I say that this affidavit is sworn and signed by me to produce the same before the Controller of Examinations of Kannur University for the purpose of obtaining duplicate/triplicate of above mentioned Degree Certificate/Grade Card/Marklist which has been lost/destroyed/damaged or defaced.

I say that I undertake to inform the Controller of Examination, Kannur University if , as and when, I find /locate/trace my above mentioned original Degree Certificate/Grade Card/Marklist and I shall be responsible to procure and surrender the same to the Kannur University at the earliest.

I say that I have not put the above mentioned Degree Certificate/Grade Card/Marklist which has been lost/destroyed/damaged or defaced, to any kind of unfair use and I have not misused the same for any purpose.

I say that I undertake that in case my above mentioned original Degree Certificate/Grade Card/Marklist which has been lost/destroyed/damaged or defaced, is put to any kind of unfair use by any person(s) who has /can wrongly lay hands on it, I shall solely responsible for all and / or any damage which may accrue to the Kannur University and I say that I indemnify the Kannur University from all and /or any acts of any kind in this regard.

I say that all the above information/declaration given by me are true and correct and nothing therein is false or fabricated. I say that in case of any of the above is found to be false/wrong/incorrect, I shall be liable for penal action under Indian penal code or any other legal action in any court of law.

I say that I submit and annex herewith self attested photocopy of my Aadhar/Election Photo Identity Card/Driving License/Pan card/Photo Identity Card issued by Government approved or recognized Educational institution, as a proof of my identity. .

Date.

Signature:

Name of the deponent:

The above deponent, whose identity has been verified, has sworn and signed this affidavit in my presence on .....day of .....