

Application for Duplicate Mark list/Grade Card/Degree Certificate lost/Damaged during Flood /Landslide occurred during August 2019 (Tick whichever is required)

Name of the Candidate (in block letters) :

Mobile Number :

Name of the Course/Programme :

Details of Course studied

Year/ Semester	Register Number	Month & Year of study	Mark/ Grade obtained	Centre of Examination	Remarks

Details of Duplicate Mark list/Grade Card/Certificate required

Year/ Semester	Register Number	Month & Year of study	Mark/ Grade obtained	Centre of Examination	Remarks

If affidavit enclosed (Tick whichever is applicable)

Yes No

Address to which duplicate Mark list/Grade card is to be sent

(in capital letters)

.....

.....

.....

PIN

UNDERTAKING

I undertake that if the original Mark list/Grade card/Degree Certificate is recovered, I will intimate the fact and surrender the same.

Place

Date.....

Signature of the Applicant

Enclosures required :

1. Affidavit by the Applicant (certified by the Village Officer)
2. Copy of the lost/damaged Mark list , Grade Card and Degree Certificate (if available)
3. Self addressed stamped envelope.

Assistant Registrar

Deputy Registrar

Joint Registrar

Controller of Examinations

Instructions to the Candidates

1. No fee is required
2. Separate applications are to be submitted for UG, PG, M Phil and other Certificates

Specimen of Affidavit for Duplicate Mark list/Grade Card/Certificate

AFFIDAVIT

(to be certified by the Village Officer concerned)

I..... Son /Daughter of
aged..... residing at..... House.....(Full
Address with Post Office,, PIN Code, District, State) do solemnly affirm and state as follows :-

I was residing in flood affected village of.....(Name of the
Village)in Taluk in..... District and I lost my mark
list/Grade Card/Certificate ofExamination of Kannur University
with Register Number.....of(Month and Year)
during the flood related calamity from to..... I
have tried all my earnest efforts to get it back , but failed in that attempt.

Now I am convinced that the original Mark list/Grade Card/Certificate of
..... Examination with Register
Number.....of.....(Month and Year) is/are lost irrecoverably.
Hence I am applying for a duplicate of the same. I undertake that I have not misused the same for
any purpose. I further undertake that if the lost document is recovered in future, the same will be
surrendered to the Kannur University.

The above facts are true and correct.

Dated this.....day of.....month.....year

Signature of the Applicant

Remarks of the Village Officer

Place :

Date :

Office Seal

Signature of the Village Officer with Seal