



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015

OFFICE OF THE DEAN ACADEMIC

ISSUE OF DUPLICATE DEGREE CERTIFICATE

The certificate of degree conferred on a student is issued only once. The duplicate degree is issued **only** for genuine cases, if the original degree certificate is really lost or stolen or damaged.

The following procedure is to be adopted by the candidate for getting a duplicate degree in case of loss/theft:

1. Register an FIR (First Information Report) for loss/theft of the degree certificate to the nearest Police Station.
2. Advertise the loss in a National Daily furnishing the details of the degree and the full address of the candidate with a request for return of the document if received within a reasonable period. After waiting for 15 days should apply with the newspaper cutting.

A requisition letter duly signed by the candidate for application of duplicate degree mentioning the damage/loss of the degree and reference of above documents is to be addressed to

Dr K Dhanalakshmi
The Associate Dean (Academic)
National Institute of Technology
Tiruchirappalli 620 015

enclosing the following:

1. Copy of FIR (First Information Report) filed with Police intimating the loss of the certificate
2. The full sheet of the copy of the notification published in a newspaper or gazette regarding the loss should be enclosed for verifying the date of issue, name and page number of the newspaper.
3. A non – traceable certificate issued by the Police official duly signed by the Inspector or Sub - Inspector with round seal (from the area in which the candidate lost the certificate) by mentioning Crime and Occurrence Sheet Number and Date. (Format of affidavit given in the third page)

4. Candidates applying for the duplicate of the degree certificate in lieu of accidental mutilation should produce the damaged original document along with the written application stating the nature and cause of damage.
5. An Affidavit on a non-judicial stamp paper duly signed on the prescribed stamp by the Notary Public (original) with an undertaking to return the duplicate degree in the case the original degree is found. (Format of affidavit given in the fourth page)
6. Attested Xerox copy of SSLC/HSc mark sheet, Mark statement(s)/Transcript, Provisional certificate, the degree certificate and photo identity card issued by the institution.
7. A payment of processing fee for duplicate degree certificate remitted through the prescribed challan available in the SBI branch of the institute/Demand Draft drawn in favour of 'The Director, NIT, Tiruchirappalli' payable at Tiruchirappalli.
8. A self addressed (legibly written in BLOCK LETTERS with pincode) cloth lined envelope of size 11" x 15" for receiving the certificate(s) by post.

The following charges shall be applicable for issue of duplicate of degree

Processing fee	Charges for Request from	
	India (Rs.)	Abroad (US\$)
Duplicate Degree	1000	50
Mailing charges		
within India	200	10
to foreign countries (by Air)	500	20

For additional information, further clarification and details mail to degree@nitt.edu

Applicants may kindly note that it takes approximately 45 working days from the day of receiving the above documents to process an application for the issuance of a duplicate degree.

Associate Dean (Academic)

Dean (Academic)

Format for Affidavit:

AFFIDIVIT OF Sri/Smt /Dr. -----

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

I state that I have lost my ----- degree certificate (Roll No. -----)
given in the year ----- and if I do manage to recover or find the original -----
certificate, I shall return the duplicate certificate to the concerned authorities at N.I.T.
Tiruchirappalli.

The above mentioned facts are true and correct to the best of my knowledge,
information and belief.

Signature of the Deponent

Solemnly affirmed at Chennai
on this ----- day of -----
and signed his/her name in my presence

Deponent signed before me
Seal of the Notary

Format for non-traceable certificate:

NON – TRACEABLE CERTIFICATE

This is to certify that a case/report of missing was received from Thiru/ Tmt /Selvi

.....S/o/D/o.....residing at

.....

The complaint reported that he/she missed

In this connection, all possible steps were taken to trace the missing certificate(s) and is/are not traceable. The missing report was also published in Crime and Occurrence Sheet No dated

Signature of the Inspector/Sub – Inspector with round seal