

Procedure for Duplicate Grade sheets / Duplicate Provisional Certificate



Bhartiya Vidya Bhavan's **Sardar Patel College of Engineering**

A Government Aided Autonomous Institute
Munshi Nagar, Andheri (West), Mumbai 400 058



PROCEDURE FOR OBTAINING DUPLICATE CERTIFICATES /GRADESHEETS

Duplicate certificate(s) may be issued to students, if the student

- i. loses the certificate
- ii. Accidentally damages the certificate beyond recognition and the student produces an affidavit declaring that he/she has accidentally (because should be mentioned) damaged the original certificate beyond recognition.
- iii. Accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the Institute

In case the student loses the certificate/documents he/she can make a request for the duplicate documents by way of submitting following documents:

- (a) Application in the prescribed format.
- (b) Requisite fee (notices) in the form of cash at Exam section SPCE, Mumbai
- (c) Copy of FIR lodged in the police station of the area where the student lost the certificate
- (d) Copy of advertisement given in newspaper in this respect.

INSTRUCTIONS

1. Duplicate Provisional Degree Certificate/ Duplicate Grade sheet will be issued only when it is lost or destroyed irrevocably.
2. Provides proof to substantiate loss or theft of the Degree supported by an authenticated copy of FIR (First Information Report) lodged with the nearest Police Station of the area where she/he lost the certificate OR Accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the Institute.
3. Application should be made only by the candidate in the prescribed format and should be sent to the Controller of Examinations directly. Application received on behalf of the candidate will not be accepted.
4. The fee should be paid in the form of challan/cash
5. The following documents should be enclosed along with the application.
 - a) Non Traceable Certificate – Passed out students ☐
 - b) The application should be duly signed by the Head of the Department and Controller of Examinations. ☐
 - c) Xerox copy of the certificate/grade sheet for which duplicate is required (if available) ☐
 - d) Challan/ fees paid ☐

6. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the Duplicate Provisional Degree Certificate/ Duplicate Grade sheet.
7. The fee for the issue of various Duplicate Provisional Degree Certificate/ Duplicate Grade sheet is as follow:
- (a) Grade sheet -- Rs.500 per semester {multiply based on the no. of semesters}
 (UG & PG)
 - (b) Grade sheet -- Rs. 500 per semester
 (Ph.D)
 - (c) Provisional Degree Certificate -- To be applied directly to COE, SPCE
8. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances
9. Duplicate Provisional Degree Certificate/ Duplicate Grade sheet is to be surrendered to the COE, SPCE immediately if the Original Grade sheet is recovered.
10. After submission, it would take a minimum of 07 working days to process the duplicate grade sheet.