

# COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Examination-Rules regarding the issue of Duplicate Degree Certificate–modified- orders issued

## EXAMINATION 'N' SECTION

No. EN/1011/Duplicate Degree/2010-11

Dated, Kochi-22., 30.10.2014

Read: 1.Item No.II-18 of the Minutes of the Academic Council held on 28.03.2014.  
2. U.O No: EH/234/Misc/2002.dated: 27.11.2002.

### ORDER

The Academic Council at its meeting held on 28.03.2014 considered along with the recommendation of the Standing Committee, the proposal for modification of the rules regarding the issue of Duplicate Degree Certificate and resolved vide item No. II-18 to approve the modification to the rules regarding the issue of Duplicate Degree Certificate as follows:

	Existing Rule	Modified Rule
1	Identification certificate with the Period of study from the Principal/Head of the Department, in the case of University Department, stating that the candidate was a student of the college.	No Change (Course and Conduct Certificate)
2	Paper clipping notifying the loss of the Degree Certificate.	The Newspaper notification should be in leading English daily as well as in a <b>National</b> daily. The Name and Address of the candidate, Register number, Name of the Course, Month and Year of the last Examination passed and the Mobile Number should inevitably be mentioned in the newspaper notification.
3	Affidavit by the candidate duly signed by Notary. (At present, this affidavit duly signed by the Notary is given in a Stamp Paper Worth Rs.50/-)	Affidavit by the candidate should be given in a stamp paper worth Rs.100/- and it should be duly signed by the Notary Public/Magistrate and should be in the format appended. (Format appended- <b>Appendix-8</b> )
4	Copies of Mark List	Copy of Consolidated Mark List or Provisional/ Degree Certificate.
5	Fee Receipt in proof of the remittance of fee for the duplicate Degree Certificate	No change (The fee for the same will be double the normal rate plus search fee as per University fee rules)

6 As the usual general procedure, the loss of the Degree Certificate has to be reported to the Police station and the FIR duly signed by the Sub Inspector of Police has to be produced to the University along with the request for duplicate Degree Certificate.	Regarding the certificate to be produced from Police station, it should be preferably in English or Malayalam and if the certificate is in the local language other than Malayalam, it should be translated and notarized.
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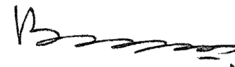
Orders are issued accordingly.

Sd/-  
**Prof(Dr)DAVID PETER S**  
**REGISTRAR**

To

1. All Heads of Departments/ Directors of Schools  
All principals/Directors of Recognised Colleges/Institutions
2. Office of the Controller of Examinations
3. Joint Registrar (Exams)/Academic
4. Deputy Registrar (Exams) I, II & III
5. Assistant Registrar (Exams) I, II & IV
6. Assistant Registrar (Cash)/Finance Officer
7. PS to VC/PVC/PA to Registrar
8. DF/FC/SF.

Forwarded / By Order

  
**CONTROLLER OF EXAMINATIONS**

## APPENDIX 8

### AFFIDAVIT

I, Name, Son of.....aged.....years, a permanent resident of  
.....  
and presently residing at .....  
..... do hereby solemnly  
affirm and state the following.

1) I have undergone the B.Tech/MBA/ Concerned Course (Register Number,  
Branch, Name of the institution) during the period ..... I have successfully  
completed the course and have been issued the B.Tech/MBA/ Concerned  
course Degree Certificate dated ..... bearing Sl. No.....

2) I further state that my original B.Tech/MBA Degree Certificate have  
been lost irrecoverably while travelling /shifting residence  
from.....to ..... on.....

In the regard I have lodged a complaint in the.....Police station on  
..... Enquiries have been conducted by the police authorities in this  
regard. However no useful information has been received so far. Hence I am  
applying for duplicate Degree Certificate before the Controller of Examinations,  
CUSAT.

3) Further I affirm that in future if I get back the lost Degree Certificate I will  
surrender the duplicate Degree Certificate before the office of the Controller of  
Examinations, CUSAT, Kochi-22 without any hesitation.

All the facts stated above are true and correct to the best of my knowledge and  
belief.

Dated the..... day of ....., 2013.

(Signature)

Deponent

Solemnly affirmed & Signed before me by the deponent in my office  
at..... on the.....day of .....