

**FORMAT II**

**(To be executed by the candidates who have completed the course)**

**AFFIDAVIT**

I \_\_\_\_\_ aged \_\_\_\_\_ years, S/o, D/o \_\_\_\_\_ with permanent residence at \_\_\_\_\_ underwent \_\_\_\_\_ course/programme from \_\_\_\_\_ to \_\_\_\_\_ at Muthayammal Engineering College with Roll Number \_\_\_\_\_. I do hereby solemnly affirm and sincerely state as follows:

I joined the Course / Programme \_\_\_\_\_ in the year \_\_\_\_\_ and completed the same in the year \_\_\_\_\_. On completion of the course/programme, I received all the documents and statements pertaining to my study in the college. No documents/statement remains to be issued to me from the college. After receipt of the documents, I found that I have inadvertently misplaced my \_\_\_\_\_ semester mark/grade sheet issued by the college. Despite a diligent search undertaken by me to recover the mark/grade sheet, I found it is impossible to retrieve the same. I presume that the mark/grade sheet has been lost beyond retrieval.

I submit that the mark/grade sheet mentioned supra lost by me is a very essential document concerning the course/programme that I have completed and is very much essential for all my future ventures. I hence request the authorities of the college to provide me a duplicate mark/grade lost/misplaced by me. I state that I have not in any way mis-used or improperly handled the mark/grade sheet that has been lost by me. I state that I will handover the original mark/grade sheet in the event of retrieval of the lost original mark/grade sheet at a later date. I assure that none of the companies / industries/institutions where I have worked or have been working is in possession of any of my original mark/grade sheet and certificate.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.

**DEPONENT**

**PLACE :**

**DATE :**

**Solemnly affirmed and signed before me at  
..... (Place) on this the ..... (dated)**

**(Seal & Sign of Notary Public)**