



# MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)  
Rasipuram – 637 408, Namakkal Dist., Tamil Nadu

## OFFICE OF CONTROLLER OF EXAMINATIONS

### PROCEDURE TO APPLY FOR DUPLICATE STATEMENT OF GRADES /

### CONSOLIDATED STATEMENT OF GRADES, IF ORIGINALS WERE DAMAGED / LOST

**Fees :** Duplicate Statement of Grades : Rs.500/- for each  
Duplicate Consolidated Statement of Grades : Rs.1000/-

#### **A) If originals were lost:**

- a) The candidate may apply for issuance of Duplicate certificates in person
- b) The candidate shall submit the following to the Controller of Examinations office
  - i) An application in prescribed format.
  - ii) Fees receipt in having paid cash at College Account section
  - iii) An Affidavit as per the specimen, typed on a Rs. 20/- stamped paper and affirmed by Notary Public in prescribed format.
  - iv) A non-traceability certificate issued by the Police Station situated in the area where the certificates were LOST, if duplicate copy of more than one Statement of Grades is required

#### **B) If originals were damaged:**

The candidate shall submit the following to the Controller of Examinations office

- i) An application in prescribed format.
- ii) Fees receipt in having paid cash at College Account section
- iii) The original damaged Statement of Grades/Consolidated Statement of Grades.

**C) New Statement of grades will be issued in about 10 days.**

  
**Controller of Examinations**