

Guidelines for the Issuance of Duplicate Degree Certificate

The duplicate Degree certificate is issued only if the original Degree certificate is lost or stolen or damaged.

PS:

1. The stamp “Duplicate” will be affixed on the newly issued degree certificate.
2. In case the degree certificate is damaged, the applicant should submit the damaged one to the institute and then get the duplicate.
3. The signatories for the duplicate degree certificates may be different from the original.

A. Procedure

The following procedure is to be adopted by the alumnus for getting a Duplicate Degree Certificate issued from IIT Palakkad:

1. Lodge an FIR (First Information Report) with the nearest Police Station, in case the Degree certificate is lost/stolen.
2. Publish in the newspaper about the loss of the Degree certificate, in case the Degree certificate is lost/stolen.
3. Prepare an affidavit prepared by a Notary on a non-judicial stamp paper of Rs.20/- (in the proforma detailed below at Annexure I).
4. Fill out the application form for issuing Duplicate Degree Certificate (in the prescribed format below at Annexure II).
5. Make the requisite payment as detailed in clause B below.

B. Charges

1. For request from alumnus within India: Rs.5,000/- (Rupees Five thousand only) to be transferred through NEFT to the institute bank account below:

Account Name:	Indian Institute of Technology Palakkad
Account Number:	35520964533
IFSC Code:	SBIN0006640
Bank Name:	State Bank of India

2. For request from alumnus outside India: US\$ 200 (US Dollar Two Hundred only) to be transferred through NEFT / Wire Transfer to the institute bank account below:

Account Name:	Indian Institute of Technology Palakkad
Account Number:	35520964533

Swift Code:	SBININBB397
Bank Name:	State Bank of India

C. Processing

The filled-in application (in the prescribed format below at Annexure II) along with following supporting documents may be mailed to dracad@iitpkd.ac.in with cc to academic@iitpkd.ac.in. Upon receiving the duly filled application along with all relevant supporting documents, the section will process the request within two weeks and the duplicate certificate will be issued after approval of the forthcoming Senate and Board of Governors.

1. Copy of FIR filed with the nearest Police Station intimating the loss of the Certificate, if applicable.
2. Non traceable Certificate/letter issued by the Police Authority or Copy of the newspaper publication about the loss of the Degree Certificate, if applicable.
3. Self-attested/scanned copy of Degree Certificate, if available.
4. The damaged original Degree Certificate, if applicable.
5. Self-attested/scanned copy of PAN card/Aadhaar Card.
6. Affidavit prepared by a Notary on a non-judicial stamp paper of Rs.20/- (in the proforma detailed below at Annexure I).

Proforma for Affidavit

(To be printed on a non-judicial stamp paper of Rs.20/-)

AFFIDAVIT

I, <NAME OF THE CANDIDATE> son/daughter of Shri./Smt. <NAME OF FATHER/MOTHER>, resident of <PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:

1. That, I was a student of Indian Institute of Technology Palakkad from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from Indian Institute of Technology Palakkad in the year <GRADUATING YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by the Indian Institute of Technology Palakkad has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.
4. That, in the unlikely event of the original degree certificate ever getting found, will not be misused and I shall return the duplicate degree certificate to the institute.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFIDAVIT>

Place: <CURRENT CITY OF YOUR STAY>

Deponent

Application for Duplicate Certificate

1. Name in full (in block letters):	
2. Institute Roll No. :	
3. Period of study at the Institute:	
4. Department/Centre :	
5. Degree obtained :	
6. Year of passing the final examination :	
7. Reason for applying for Duplicate Certificate (Please tick) :	a. Original Degree certificate is lost or stolen <input type="checkbox"/> b. Original Degree certificate is damaged <input type="checkbox"/>
8. Details of payment made:	Ref./UTR No.: Amount Paid: Date of Remittance:
9. Complete postal address to which the certificate is to be sent :	

Date:

Place:

Signature of the Applicant

Note: Duly filled-in Application Form along with the required documents mentioned in the procedure may be forwarded to the Academic Section through e-mail to dracad@iitpkd.ac.in with cc to academic@iitpkd.ac.in.