

DUPPLICATE COPY OF MARK-SHEET FOR SEMESTER I TO IV

REGISTRAR

Procedure for getting Duplicate Marksheets:

- The student is required to submit an Application regarding the requirement of duplicate Mark sheet to the Registrar of the college.
- Students should mention Class, Year and Roll no. of the respective year
- A copy of FIR is required (lodged in the nearby Police Station at the time of misplace of original Marksheets).
- The student also have to get an affidavit of Rs 100 on a Non-Judicial stamp paper, regarding obtaining duplicate Marksheets, along with the copy of FIR.
- After getting both the documents i.e. copy of FIR and Affidavit, the student is required to get it verified in the college office.