



OFFICE OF THE CONTROLLER OF EXAMINATIONS
Government College of Engineering, Salem – 636 011

(NAAC Accredited with **A+**, An Autonomous Institution, Affiliated to Anna University, Chennai)

Ph: 0427-2345201/2346288

APPLICATION FOR ISSUE OF DUPLICATE GRADE SHEET/ CONSOLIDATED GRADE SHEET

Grade Sheet	☐	Amount:	
Consolidate Grade Sheet	☐	Amount paid :	Yes / No
Degree & Branch		Date :	

1. Name of the Student ...
2. Register Number ...
3. Sex ...
4. Date of birth ...
5. (a) If applying for duplicate grade sheet, fill in the
Month and Year of Exam for which grade sheet
is required ...
- (b) For duplicate Consolidated Statement of Grades,
fill in the Month & Year of last appearance in
which qualified for the Degree ...
6. Circumstances under which the certificate was
Lost ...
7. Non Traceable Certificate - Enclosed (Yes/No) ...
8. Xerox copy of the grade sheet for which duplicate
is required attached (if available) (Yes/No) ...
9. Contact address with phone no and email id ...

Place :

Date :

Signature of the Candidate

RECOMMENDED

Signature of H.O.D

PERMITTED

Signature of PRINCIPAL

FOR OFFICE USE ONLY

Grade sheet issued on:

Folio No. :

CONTROLLER OF EXAMINATIONS

*Write as / Grade Sheets / Consolidated Grade Sheet (for Instructions see over leaf)

INSTRUCTIONS

1. Duplicate grade sheet will be issued only when it is lost or destroyed irrevocably.
2. Application should be made **only by the candidate in the prescribed format** and should be sent to the Controller of Examinations directly. **Application received on behalf of the candidate** will not be accepted.
3. The fees should be paid at COE Office (through UPI payment)
4. The following documents should be enclosed along with the application.
 - (a) Non Traceable Certificate (CSR No., Date of Misplace, Police Station) ☐
 - (b) The application should be duly signed by the Head of the Department and Principal. ☐
 - (c) Xerox copy of the grade sheet for which duplicate is required(if available) ☐
 - (d) Fees paid receipt copy ☐
5. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the duplicate grade sheet.
6. The fee for the issue of various duplicate certificate is as follow:
 - a) Duplicate Semester Grade/ Mark Sheet (UG (FT/PT/WP) & PG)
 - First Time - Rs.3000/-
 - Second Time - Rs.5000/-
 - b) Duplicate Consolidate Grade / Mark Sheet UG (FT/PT/WP) & PG
 - First Time - Rs.3000/-
 - Second Time - Rs.5000/-
 - (c) Provisional Certificate - To be applied directly to COE / Anna University, Chennai
 - (d) Degree Certificate - To be applied directly to COE / Anna University, Chennai
7. Fees once paid will not be refunded nor adjusted for any other certificate under any circumstances.
8. Duplicate Grade sheet is to be surrendered to the college immediately if the Original Grade sheet is recovered.
10. After submission, it will be taken to process the duplicate grade sheet.