



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(FORMERLY KNOWN AS WEST BENGAL UNIVERSITY OF TECHNOLOGY)
BF-142, SALT LAKE, SECTOR-I, KOLKATA-700 064, INDIA

FORM OF APPLICATION FOR DUPLICATE CERTIFICATE / GRADE CARD
(USE SEPARATE APPLICATION FORM FOR EACH DOCUMENT)

Application form duly filled in together with prescribed fee payable for duplicate documents as required to be submitted to the university office at BF – 142, Salt Lake, Kolkata – 700 064. Payment should be made in cash or through Bank Demand Draft drawn in favour of the MAKAUT, WB payable at Kolkata.

OFFICE USE ONLY (NOT FOR APPLICANT)

Candidate's Name :

(in block letters)

Father's Name :

Roll No. / Regn. No. :

Date of Birth :

Subject/Course/Degree :

SGPA/YGPA/DGPA Index No. Of the College :

Verified

In case of loss / theft of original certificate Grade Card or Roll No.....
/ enclosed copy of the receipt from the concerned P.S. (In case of Duplicate Certificate only .)

To
The Controller of Examinations

Sir,
I beg to apply for a copy of duplicate certificate/ grade card in my favour. The Particulars are given below :

I, Shri/ Smt. son / ward / daughter
of..... residing at

P.S. registered for appearing / appeared at / passed the
year bearing Regn. No. of the
year

Roll No. from

..... College / Institute as a regular / external candidate in the SGPA/YGPA/DGPA grading .

Nationality

FOR NON-INDIAN FILL UP FOLLOWING DETAILS :

Name of the College / Institute last attended :

College / Institute :

Class read last (mention Semester also) Nationality

Name of the College / Institute and class where the Candidate seeks admission / has been admitted.....

..... Bank Demand Draft No..... Drawn on Bank

Yours faithfully,

Verified and Countersigned

Signature of the Head of the Institute / Gazetted Officer *
with Seal

Full Signature of the Candidate (in English)

Code No. Of the College / Institute :

Encl : Copy of documents duly as attested (give [✓] (a) Admit Card (b) Registration Certificate (c) Grade Card.

(* For External Candidate only)

See Instructions overleaf .

RULES AND CONDITIONS

FOR THE ISSUE OF DUPLICATE CERTIFICATE, GRADE CARD

1. The documents may not be delivered by Post. It should be collected by the candidate or his authorised person with University receipt obtained on payment of fees.
2. In case of a regular candidate of a College / Institute, the application should be forwarded by the Head of the Institution where the candidate was registered and external candidate, the application may be forwarded by (i) the Principal of an affiliated Institute / College, (ii) a Gazetted Officer of the Central or State Government.
3. Application for the issue of any of the document is to be properly countersigned and sent to the Controller of Exam alongwith the requisite fee and following details.
 - i) Full Name of the candidate and his / her present address in full in block letters.
 - ii) The name, month and year of the Examination.
 - iii) The name of the College / Institution where he / she studied / is studying.
 - iv) Correct Roll and Number of the Candidate for the Concerned Semester.
 - v) For duplicate certificate, either damaged portion of the certificate should be attached with the application.

THE UNIVERSITY SHALL NOT BE HELD RESPONSIBLE FOR NOT ISSUING ANY DUPLICATE DOCUMENTS IN THE ABSENCE OF THE DETAILS STATED ABOVE.

NATIONALS OF BANGALADESH ARE TO APPLY THROUGH THE MINISTRY OF EDUCATION DACCA.

4. Rates of Fees :	Ordinary	Urgent
a) Duplicate Certificate	-	1000/-
b) Grade Card	500/-	800/-

5. The documents may be made available for delivering after 30 clear working days (excluding Saturday, Sunday & Holiday) from the date of Receipt of the application and fees at Ordinary and after 20 clear working days at urgent rate. The University however, reserves the right not to issue any duplicate document in case it is deemed fit. **Compliants for non-receipt of the documents will not be entertained after a period of one year from the date of submission.**

The University shall not however be responsible for the delay in preparing the duplicate documents due to unavoidable circumstances.

6. Receiving hours at office cash counter (Application & Fees) 12 noon to 3 p.m. on weekdays.

The rules above are required to be fully and correctly completed with in all cases of issue of such documents and the issue of the documents may be delayed or the documents may not be issued in case the application is found incomplete or incorrect in any respect.

By Order


Controller of Examination