

**Assessment, Evaluation and Student Progression (AES Division)**

F.No.AUD/19-2/2021/ Notification/ 7229

Dated:13.10.2021

NOTIFICATION**Guidelines for issue of duplicate/revised educational Certificates**

In case of loss/theft/damage/mutilation and/or any error is observed in the educational certificates issued to the students, the student concerned may apply to the University for the issue of the duplicate/revised certificate as applicable.

The request of student will be processed by the University for the issue of duplicate/revised certificate after approval of the Vice-Chancellor on the recommendation of the Dean, AES.

The procedure shall be as under. -

Procedure for Applying for Duplicate Degree Certificate or other educational certificates is as under: -

The duplicate degree certificate or other educational certificates are to be issued only in genuine cases, if the original degree certificate/other educational certificates are lost/stolen/mutilated.

The following documents are to be enclosed with the application for issue of duplicate degree certificate/transcript: -

1. Copy of FIR (First Information Report) lodged for loss/theft of the document. This process is applicable only in the case of loss/theft.
2. An affidavit in original as per attached format duly attested by the Notary on a non-judicial stamp paper of Rs. 100/-
3. Photocopy of the original degree certificate/educational certificates issued to applicant (if available).
4. Demand Draft for amount and Bank account details, as mentioned in below table, in favour of the Registrar, Dr. B. R. Ambedkar University Delhi, be deposited. Online payment mode is also available and the required amount may be deposited through NEFT/RTGS/ Other electronic means to AUD bank account and the transaction slip be attached with the application.

Account Holder	Registrar Ambedkar University Delhi
Account Number	09001000019924
IFSC Code	PSIB0001098
Branch	GGSSIP University Branch, Delhi-110006

The amounts mentioned in the table below may be changed from time to time after approval of the competent authority.

Revised certificates may be issued on account of following reasons: -

(1) Error in his/her father's/mother's name/own name/QR code information or any other typing or printing error on the certificates.

(2) In case applicant needs revised certificate due to the reasons mentioned at Para (1) above, he/she is required to return the original certificate along with the application form and prescribed fee.

(3) Certificate will be issued to the student in person only. No authorisation for collection of such certificate is permissible except under exceptional circumstances. Authorisation is acceptable only when it is duly signed in original by the applicant and signature of authorised person will also be attested by the applicant.

(4) Degree / certificates may also be sent by post on the request of applicant against the prescribed fee to the address requested in writing by the Candidate.

(5) Mode of delivery may be changed after approval of Competent Authority.

Fee details

S.No	Name of the Certificate	Fee		
		Time period of application	Lost/Stolen/ damage	Error in the content of the document
01	Final transcript	Within five year of issue.	Rs.500/-	Nil
		After five year of issue.	Rs.1000/-	Rs.1000/-
02	Original Degree	Within five year of issue.	Rs.1000/-	Nil
		After five year of issue.	Rs.2000/-	Rs.2000/-
03	Migration/Transfer Certificate	Within five year of issue.	Rs.500/-	Nil
		After five year of issue.	Rs.1000/-	Rs.1000/-

Discretion for waiving off the fee lies with the Vice Chancellor depending upon the merit of the case.

(To be printed on a non-judicial stamp paper of Rs.100/-)
AFFIDAVIT

1. <NAME OF THE STUDENT > son/daughter of Shri < NAME OF THE FATHER MOTHER > resident of < PRESENT RESIDENTIAL ADDRESS, hereby solemnly declare and affirm as under:
 1. That, the original <NAME OF THE PROGRAMME CERTIFICATE > issued to me by the Dr. B.R. Ambedkar University Delhi, has been lost /stolen/mutilated/has error in the content of the document, to the best of my knowledge and belief. In case of loss/theft, there is no immediate likelihood of the said original certificate/transcript being traced out.
 2. That, I am in need for a duplicate copy of the said certificate for which purposed am hereby making this declaration as required by the Dr. B.R Ambedkar University Delhi.
 3. That, in the event of the original <NAME OF THE PROGRAMME CERTIFICATE> certificate ever getting found in future, it will not be misused and I shall submit it to Dr. B.R. Ambedkar University Delhi for cancellation.
 4. I undertake that in case my original certificate which has been lost/stolen, is put to any kind of unfair use by any person(s) who has/can wrongly lay hands on it. I shall be solely responsible for all and/or any damages which may accrue to the Dr. B.R. Ambedkar University Delhi. I say that I indemnify AUD from all and/or any acts of any kind.
 5. I say that all the above information/declaration given by me are true and correct and nothing therein is false or fabricated. I say that in case of any of the above is found to be false/wrong/incorrect. I shall be liable for penal action under Sections 177, 193. 198. 199 and/or 200 of the Indian Penal code, 1860 or any other legal action(s) in any Court of law.

Deponent

Verification

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

Deponent

This issues with the approval of Competent Authority.


Dean (AES)

Copy for information to:

1. Office of the Vice-chancellor.
2. Office of the Registrar
3. Office of the CoF
4. All Deans
5. Deputy Registrar, Finance, Assistant Registrar, Finance
6. Assistant Registrar, Student Services
7. Webmaster-for uploading on the Intranet.