



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University, Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

OFFICE OF THE CONTROLLER OF EXAMINATIONS

PROCEDURE FOR OBTAINING DUPLICATE CERTIFICATE

1. Duplicate certificate will be issued only when it is lost or destroyed irrevocably.
2. Candidates shall apply for Duplicate Mark Sheet, Consolidated Statement of Marks and Provisional Certificate in the prescribed format only. It can be downloaded from Institute Website : www.avinuty.ac.in under the menu Examination.
3. Application should be submitted in person or through an authorized person (along with a letter authorizing him/her to receive the Certificates on her behalf) to the Controller of Examinations.
4. The following documents should be enclosed along with the application:
 - a. Photocopy of the certificate(s) for which duplicate is required.
 - b. Screenshot of fee payment receipt with the reference number.
 - c. Damaged / Mutilated original certificate if the original is damaged.
 - d. The following should be enclosed in original if a duplicate is required for the missing ones:
 - i. Non-traceable certificate issued by the Competent Police Officer.
 - ii. Original Sworn –in-Affidavit of the candidate countersigned by the Notary Public in Rs.20/- Stamp paper. (Format Enclosed)
 - e. Self-addressed stamped envelope (for Registered Post).
 - f. Photocopy of Aadhaar Card/ Driving License/ Voter ID Card.
5. Application should be completed in every respect. Failure to furnish correct details may cause a delay in the issue of the certificate.

After submission, it would take a minimum of 15 working days to process the duplicate certificate.

6. Details of fee to be paid:

- i. Fee for Mark / Grade Sheet, Consolidated Statements of Marks and Provisional Certificate (per certificate) :

Type of Certificate	1 st Time (Rs.)	2 nd Time(Rs.)
Mark/Gradesheets	1500	1500
Provisional Certificate	750	1500
Consolidated Statement of Marks	750	1500

ii. Search Fee:

- a. Within 1 year Rs.150/-
- b. After 1 year but before 5 years Rs.500/-
- c. After 5 years but before 10 years Rs. 750/-
- d. After 10 years but before 15 years Rs. 1000/-
- e. After 15 years Rs. 2000/-

iii. Mode of Payment:

Payment is made by Online to the following Account Numbers:

- i. Account Number:
 - a) For Aided Programmes - AC No. 474664473
 - b) For Self Finance Programmes - AC No. 896772512
- ii. Name of the bank : Indian bank
- iii. Name of the branch : ADUC
- iv. IFSC Code : IDIB000A005

Controller of Examinations