Inward No.

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY SONEPAT**

APPLICATION FORM FOR INSTITUTE CERTIFICATE

**DUPLICATE DMC/ DEGREE FORM**

**Photograph**

**Attested by**

**Important Note for the Scholar:-**

(i) Read instruction overleaf carefully before filling in this form. (ii) Use separate form for each certificate.

(iii) No person is entitled to apply on behalf of another person.

**the CL-1**

**Officer**

Or to receive DMC personally form the Exam Office. However the form can be submitted by student’s friend/relative along with his/her request (Email Request will also work)

(iv) Photograph should be attested by the same officer who certifies the application form for Duplicate

DMC/Degree.

(v) The application form must contain Self Attested Photo ID proof (Student ID Card, Aadhar Card, ID Card Issued by employer or similar ID proof) and an Affidavit on 20/- Rs Stamp for lost of the DMC/Degree or any other valid reason for issue of Duplicate DMC/Degree (if applicable).

(vi) A original copy of the FIR is required in case if duplicate DMC/Degree is required due to lost the same by the Student.

All the particular given below should be carefully, neatly and accurately filled in his/her own handwriting the certificate overleaf must be signed by one of the authorized officers. The Institute will not be responsible for any delay in case the form is found incomplete.

1. Name of the applicant (Block Letters)

2. Father’s Name (Block Letters)

3. Regn. No.

4. Male/Female

5. Roll No. Branch Sem.\_

6. Nature of Certificate required: Duplicate DMC/Degree

7. Give reason for applying

8. Name of Examination Month Year Roll No. Subject offered (i) (ii)\_ (iii)

(iv) (v) (vi)

(vii) (viii)

(ix)

9. Have you applied for re-evaluation? if so, please indicate the Name of Exam

 Session/Year\_ Roll No.

10. Fee remitted Rs.200 (Duplicate DMC) and Rs.500 (Duplicate Degree) [Rs. 100/- Extra if the same is required to be sent by post in India]

((a) Institute Receipt No. Book No. and date (also attach original receipt).

(b) Bank/Draft No.

I solemnly declare that the particulars filled in by me are correct and in case of any discrepancy found therein, I shall be responsible for the consequences.

**Date**

**Signature of the Applicant with date**

The candidate should sign here in the presence of the officer attesting the certificate overleaf

Address on which the DMC/Degree is to be sent (to be filled in by the candidate) [Please attach self attested address proof]

Address\_

Pin Code

Email

Phone No/M.No.

**Certificate**

I certify that applicant Mr. /Ms. Son/daughter of Sh. \_\_\_\_\_\_\_\_ Who has signed the application overleaf in my presence, whose photograph has also been attested by me is the same who passed the examination under particular mentioned overleaf.

………………………………..

Full Name of Officer who has attested Signature (in Block Letters) Official Stamp\_ Signature and full address

……………………………………... Deputy Registrar (Academic)

……………………………………... Forwarded to COE/Sup.(Exam) for NA

**COE/Sup.(Exam) Note:** This certificate should be attested by any of the following officers:-

1. Gazetted Officer. 2. Head of the Deptt./Dean (Academic) 3. First Class Magistrate.

4. An Officer of the National Institute of Technology, Kurukshetra not below the rank of the Deputy

Registrar (Academic).

**IMPORTANT INSTRUCTIONS**

The fee is payable by the student in the form of Bank Draft/ Student Payment Slip (Available in the SBI, Branch/Accounts Section) of IIIT SONEPAT in the interest of early issue of Certificate. The applicants are advised to send the full amount of prescribed fee (including postal charges of Rs. 100/- if applicable) by Crossed Bank Draft drawn in favor Indian Institute of Information Technology, Sonepat Payable at NIT, Kurukshetra (SBI, Bank Code-6260) The candidate must fill in his name and address on the back of the Demand Draft.

The Certificate will ordinarily be issued within a fortnight of the receipt of the application and the prescribed fee provided the form is complete in all details. In the event on non-receipt of certificate within 20 days, the candidate should write to the Controller of Examination, Indian Institute of Information Technology, Sonepat giving full particulars (i.e. Name of Examination, Year., Roll No. and Institute fee receipt No.) to ensure early compliance. In case student want that his/her certificate be sent at his/her address he/she must pay additional Rs. 100/- as postal charges and attach address proof of his/her own/ parents along with this form. Fee deposited for Institute certificate will be refunded only if the Institute is not in a position to issue the certificate for lack of record. In case change in name/correction in particulars, DMC/Certificate already issued may be attached with this application form. In case of loss of duplicate Certificate/DMC/Degree, no triplicate copy will be issued in such case the student must attach original copy of the FIR with this form.