



श्री माता वैष्णो देवी विश्वविद्यालय SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal-182320, Katra, J&K (INDIA)
(Recognized under section 12(B) & 2 (f) of UGC Act.1956)

NO. SMVDU/EXAM/24/256-261

Dated: 12-07-2024

Notification

Sub: Guidelines for issuance of Duplicate Grade Sheet / Transcript / Provisional Passing Certificates due to loss / damage.

In supersession of the previous notification issued vide no: SMVDU/AA/18/845 dated: 03-11-2018, regarding the above captioned subject and as approved by the Competent Authority, the following revised guidelines are notified for issuance of Duplicate Grade sheet/Transcript/Provisional Passing Certificate due to loss/damage:

- 1) Student seeking issuance of Duplicate Grade sheet / Transcript / Provisional Passing Certificate due to loss / damage shall make such request in a prescribed format (**as per Annexure 'A'**) alongwith the following documents and applicable fee:
 - i. An affidavit from 1st class magistrate on ₹ 100/- stamp paper in original in a prescribed format (**As per Annexure 'B'**).
 - ii. Original copy of FIR/Missing report from Police Station of the area where the certificate is lost.
 - iii. Cutting of advertisement in original in the prescribed format (**As per Annexure 'C'**), published in newspaper (Local to the place of residence) informing that the applicant is applying for issuance of duplicate Grade sheet / Transcript / Provisional Passing Certificate and objection (if any) to be communicated to Registrar SMVDU, Katra within a period of 01 (One) month.
 - iv. Photocopy of the missing Grade sheet / Transcript / Provisional Passing Certificate, if available.
 - v. Application Fee:

i. Duplicate Grade sheet	: ₹ 500/-
ii. Duplicate Transcript	: ₹ 1,500/-
iii. Duplicate Provisional Passing Certificate	: ₹ 1000/-
- 2) Faculty I/c Examinations shall be the approving authority for issuance of duplicate Grade sheet / Transcript / Provisional Passing Certificate.
- 3) The standard processing time for issuance of duplicate Grade sheet / Transcript / Provisional Passing Certificate shall be **10 working days**, from the date of receipt of application alongwith all requisite documents and proof of fee payment.

Account Details:

Account: Registrar SMVDU
Account No: 0477040100000023
IFSC Code: JAKA0SMVDUN

The application form alongwith the requisite documents is to be sent to the Head of the concerned School.

This issues with the approval of the Competent Authority.

Registrar

Copy to:

1. All Deans for Information
2. All Heads/Ic Heads of Schools for information.
3. Finance Officer for information
4. I/c Website for uploading on the University website.
5. AR (VC Secretariat) for information of the Hon'ble Vice Chancellor.
6. Concerned file.



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Application Format for issuance of Duplicate Grade Sheet Transcript / Provisional Certificate (Tick as applicable)

1. Name of the Student: _____
2. Entry No: _____
3. Parentage: _____
4. Program: _____
5. Address: _____
6. School: _____
7. Year of Joining the program: _____
8. Year of Passing the Program: _____
9. Document applied for (Tick): Grade Sheet (Sem) _____ Transcript _____ Provisional _____
10. Reason for issuance of duplicate
Grade sheet/Transcript/Provisional _____
11. Please enclose an affidavit* from 1st class magistrate on ₹ 100/- stamp paper in original, in case of loss/damage of Grade sheet / Transcript / Provisional Passing Certificate.
12. Documents to be enclosed with format, in case of loss/damage of Grade sheet / Transcript / Provisional Passing Certificate and send it to the Head of the concerned school.
 - i. An affidavit from 1st class magistrate on ₹ 100/- stamp paper in original in a prescribed format
 - ii. Original copy of FIR/Missing report from Police Station of the area where the certificate is lost.
 - iii. Cutting of advertisement in original in the prescribed format (*As per Annexure 'C'*), published in newspaper (Local to the place of residence) informing that the applicant is applying for issuance of duplicate Grade sheet / Transcript / Provisional Passing Certificate and objection (if any) to be communicated to Registrar SMVDU, Katra within a period of 01 (One) month.
 - iv. Photocopy of Grade sheet / Transcript / Provisional Passing Certificate, if available.
 - v. Copy of Fee deposited:

- i. Fee for Duplicate Grade sheet : ₹ 500/-
- ii. Fee for Duplicate Transcript : ₹ 1,500/-
- iii. Fee for Duplicate Provisional Passing Certificate : ₹ 1,000/-

Account Details:

Account: Registrar SMVDU
Account No: 0477040100000023
IFSC Code: JAKA0SMVDUN

Signature of the concerned student

Name in full:

Entry No: Date:

Head of the School

Remarks

Signature Date:

Faculty I/c Examinations

FORMAT OF AFFIDAVIT
FOR ISSUANCE OF DUPLICATE GRADE SHEET / TRANSCRIPT /
PROVISIONAL PASSING CERTIFICATE IN LIEU OF DAMAGED / LOST
GRADE SHEET / TRANSCRIPT / PROVISIONAL PASSING CERTIFICATE

(To be executed before 1ST Class Magistrate)

(On non-judicial stamp paper of Rs. 100/-)

I, _____, Son/Daughter of Smt. _____ &
 Shri _____ Resident of _____
 _____ do hereby
 solemnly declare as under:

1. That I have passed the _____ (Name of Degree /
 Program) from Shri Mata Vaishno Devi University, Katra in the year
 _____ under Entry No. _____.
2. That the Grade Sheet / Transcript / Provisional Passing Certificate issued to me
 by Shri Mata Vaishno Devi University, Katra after successful completion of the
 abovementioned Degree / Program has been damaged / lost.
3. That I am in real need of a duplicate copy of the above said Grade Sheet /
 Transcript / Provisional Passing Certificate and I have no objection for
 cancellation of the original Grade Sheet / Transcript / Provisional Passing
 Certificate by the University before issuance of the duplicate copy of Grade Sheet
 / Transcript / Provisional Passing Certificate.
4. That the statements made herein above are true and correct to the best of my
 knowledge and belief. In case of any discrepancy, I shall be responsible for any
 consequences that may arise out of it.

DEPONENT

NOTICE

I _____ S/o / D/o Smt. _____ &
Sh. _____ R/o _____

_____ do hereby inform that I
have lost my Grade Sheet / Transcript / Provisional Passing
Certificate of _____ Program
issued by Shri Mata Vaishno Devi University, Katra,
which was completed in the year _____ under
Entry No. _____. Now I am applying for issuance of
duplicate Grade Sheet / Transcript / Provisional Passing
Certificate. If anyone has any objection, the same may be
conveyed to the **Registrar, Shri Mata Vaishno Devi
University, Katra** within a period of One (01) Month from
the date of publication of this Notice.

(Name of Student)