

## **Important Instruction**

The duplicate Degree certificate shall be issued only in case the original degree certificate is lost, stolen or have any correction.

(A) When the original degree certificate is lost, stolen or have any correction, the candidate shall apply in the prescribed format to the Registrar, Dr. A.P.J Abdul Kalam University, requesting a duplicate degree certificate along with the prescribed fees.

(B) The duplicate degree certificate shall have a "DUPLICATE" seal on it.

(C) Proposed fees for duplicate Degree is RS 3000/- .

**The application for a duplicate degree certificate shall include the following documents:**

### **In Case of lost or stolen :**

1. Application for issue of Duplicate Degree Certificate.
2. Original First Information Report (FIR) stating the loss of the original degree certificate.
3. Original Affidavit on Stamp paper of Rs 10/-, indicating the details of University Enrollment No, Name, Month and Year of Examination of the Degree Certificate lost and requesting the concerned authority for the issue of the Duplicate certificate.
4. A copy of the final semester's Mark sheet.
5. A Hard copy of the Fee paid receipt.

### **In Case of Correction :**

1. Application for issue of Duplicate Degree Certificate.
2. Duly filled correction form.
3. Original Affidavit on Stamp paper of Rs 10/-, indicating the details of University Enrollment No, Name, Month and Year of Examination of the Degree Certificate have corrections and requesting the concerned authority for the issue of the Duplicate certificate.
4. Original Degree Certificate in which corrections required.
5. A copy of the final semester's Mark sheet.
6. A Hard copy of the Fee paid receipt.



# Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE (M.P.)

Indore Dewas Bypass Road, Arandia, Indore – 452010

## Application Form for Issue of Duplicate Degree Certificate

To,  
**The Registrar,**  
Dr. A.P.J. Abdul Kalam University  
Indore.

### To be filled by the office

Degree No.....  
Dispatch No.....  
Date.....  
**Dealing Asstt.**

**Recent Passport  
size Photograph  
duly attested by  
Director/Principal  
with seal**

Sir,

I have been a student of the University studying as Regular/Ex -student in the.....  
..... (College) and passed the Final examination in  
the Month and Year..... in..... Division. I request you to kindly issue me a Duplicate  
Degree Certificate.

The necessary fee Rs.....has been deposited in Bank  
Draft/ Challan No. .... of Bank ..... Dated.....

1. Full Name in English (In Capital Letters) .....
2. Full Name in Hindi .....
3. Father's Name .....
4. Mother's Name .....
5. Name of the Course .....  
Branch..... Last Year of Passing..... Division/Grade .....  
Marks Obtained ..... Out of.....
6. Enrollment No.....
7. Name of the Institute.....

Date...../...../.....

Your's faithfully

Address .....

Pin .....

Phone No. with code.....

Signature of Student

**Enclosures for Duplicate Degree:** - (Please tick (✓) in appropriate box if enclosed)

- (1)  **Demand Draft** is payable in favor of Dr. A.P.J. Abdul Kalam University (Exam), Indore or **Bank Challan** Punjab National Bank.
- (2)  Original Police **F.I.R.**
- (3)  Original **Affidavit** of the candidate.
- (4)  Recent Passport size Photograph duly attested by Director/Principal of the Institution should be affixed.
- (5)  Attested Photocopy of Original Degree. (if available)
- (6)  Attested photocopy of **all semester Marksheets.**
- (7)  Postal Address (in capital letters) must be submitted in separate plain paper.

### **Non Refundable Fees:**

**Duplicate Degree Certificate**  
**Postal Charge**

Rs. 3000/-  
Rs. 50/-

### **Note:-**

Incomplete Application Forms will not be entertained.  
Fees once paid are not refundable.



# Dr. A.P.J. ABDUL KALAM UNIVERSITY, INDORE (M.P.)

Indore Dewas Bypass Road, Arandia, Indore - 452010

## Application Form for Issue of Corrected Degree Certificate

To,  
**The Registrar,**  
Dr. A.P.J. Abdul Kalam University,  
Indore

**Office use only**

Certificate No.....  
Dispatch No.....  
Date.....

Dealing Asstt.

**Recent Passport size Photograph duly attested by Director/Principal with seal**

Sir,

I \_\_\_\_\_ Enrollment No \_\_\_\_\_ have been a student of your University studying as Regular/Ex student in the \_\_\_\_\_ (College) and passed the examination in the Month and Year \_\_\_\_\_ in \_\_\_\_\_ Division. I request you to kindly issue me a Duplicate/Corrected Degree Certificate.

The necessary fee of Rs. \_\_\_\_\_ has been deposited in Bank Draft/Challan No. \_\_\_\_\_ of Bank \_\_\_\_\_ Date \_\_\_\_\_

1. Name of the Examination for which Certificate is required (Course Name) \_\_\_\_\_
2. Branch \_\_\_\_\_ Enrollment No: \_\_\_\_\_

**3. Please fill details for Corrected Degree Required:**

Candidate Name (Capital Letter)		Father's Name (Capital Letter)		Mother's Name (Capital Letter)	
As Per Degree	Corrected Name As Per Marksheet	As Per Degree	Corrected Name As Per Marksheet	As Per Degree	Corrected Name As Per Marksheet
(1)	(2)	(3)	(4)	(5)	(6)

**4. Specify if any other correction is required..**

.....  
.....

**Enclosures for Duplicate / Corrected Degree:** - (Please tick (☐) in appropriate box if enclosed)

1.  Demand Draft is payable in favor of Dr. A.P.J. Abdul Kalam University (Exam), Indore or Bank Challan (P.N.B.).
2.  Original Affidavit on Rs.10/- stamp paper. (For Duplicate or Corrected Degree)
3.  Attested photograph (by Director/Principal of Institute) should be affixed. (For Duplicate or Corrected Degree)
4.  Original Degree in which Correction required.
5.  Submit the complete postal address (two copies) in a separate white paper as per Aadhaar Card for communication

**Fees:-**

**Duplicate/Corrected Degree                      Rs. 3000/-**  
**Postal Charge    Rs. 50/- Extra**

**Note: Incomplete Application Forms will not be entertained. Fees once paid are not refundable.**

Yours faithfully

.....

Date: .... /...../....

Signature of Student  
(with Name)

Place: \_\_\_\_\_

Postal Address:-  
To,  
Name:.....  
.....  
.....Pin.....  
Phone / Mob.No.....

Postal Address:-  
To,  
Name:.....  
.....  
.....Pin.....  
Phone / Mob.No.....

Matter to be printed on the Affidavit

**(To be printed as Affidavit on Stamp paper of R 20/)**

**AFFIDAVIT**

I, <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, I was a student of Dr A.P.J Abdul Kalam University, Indore from <MONTH & YEAR> till <MONTH & YEAR> bearing University Enrollment Number <XXXXXXXXXXXX>
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from Dr A.P.J Abdul Kalam University, Indore in the <YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by the Dr A.P.J Abdul Kalam University, Indore has been lost to the best of my knowledge and belief. There is no immediate likelihood of the said original certificate being traced out.
4. That, in the unlikely event of the original degree certificate ever getting found, will not be misused and the same will be returned to the University.

**Deponent**

**Verification**

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

Date: <DATE OF WRITING AFFIDAVIT>

Place: <CURRENT CITY OF YOUR STAY>

Deponent

NOTARY PUBLIC