



Procedure for Applying for Duplicate Degree/Grade Card/Marksheet

(A) **Procedure:** -To get a Duplicate Degree/Grade Card/Marksheet Certificate in the event of loss of original certificate, fill an online application (in given link & QR code below) for issuing Duplicate Degree/Grade Card/Marksheet Certificate mentioning the loss of his/her original certificates.

<https://mis.nitrr.ac.in/ApplicationForOnlineCertificate.aspx>



(B) **Check List:** - The following documents are to be enclosed with the application for degree/grade card/marksheet certificates: -

1. System generated application form cum payment receipt.
2. First Information Report (FIR) **in original** clearly mentioning loss of original degree/grade card/marksheet.

(Or)

An affidavit prepared by the Notary on a non- judicial stamp paper of Rs.10/-. (*The matter to be printed on the affidavit is detailed below*)

3. A copy of publication in the newspaper about the lost of the Degree Certificate (**for duplicate Degree Certificate application only**).
4. Attach a photocopy of Degree/Final Semester Mark sheet/Grade Card. (if available).
5. Valid address proof to be upload (if want to collect it by post).
6. **Online fee charges for:** -
 - Duplicate Degree charges of Rs. 1000/-,
 - Per Duplicate Marksheet/Grade card charges of Rs. 300/-
 - Postal charges of Rs.250/- within India and Rs. 1500/- for outside India (optional).
7. Send the application along with the above-mentioned documents to following address: -

The Controller of Examination
Examination Cell, 2nd floor, Main Building
National Institute of Technology (NIT) Raipur
G. E. Road, Raipur, Chhattisgarh
Pin Code - 492010, Phone No. – 9893655655

(C) **Processing**

(For Duplicate Degree Certificate) :-The duplicate degree certificate will be signed by the Registrar and the Director & Chairperson, Senate NIT Raipur. The duplicate

degree will be prepared same as original one except for the signature of the Chairman, Board of Governors. In place of the signature of the Chairman, Board of Governors, **Sd/--** will be written on the Degree. This process may take approx. 30-45 working days.

For Duplicate Marksheet/ Garde Card:- The duplicate marksheet/Grade Card will be prepared same as original one except "DUPLICATE" seal on the top of the document. This process may take approx.15 working days.

(D) Clarification.

Candidates can clarify their queries, if any, on phone no. **9893655655** or by sending email to examcontroller@nitrr.ac.in

Sample Template

Matter to be printed for Affidavit

(To be printed on a non-judicial stamp paper of Rs.10/-)

AFFIDAVIT

I, <NAME OF THE STUDENT > son of Shri < NAME OF THE FATHER/MOTHER >, resident of < PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:-

1. That, I **am/ was** a student of National Institute of Technology, Raipur from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from National Institute of Technology, Raipur in the <YEAR>.
3. That, the original <NAME OF THE PROGRAMME> **Degree Certificate/ marksheet/ grade card** conferred upon me by the National Institute of Technology, Raipur 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 **Degree Certificate/ marksheet/ grade card** ever getting found, will not be misused.

Deponent

Verification

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

Date: <DATE OF WRITING AFFEDEVIT>
Place: <CURRENT CITY OF YOUR STAY>

Deponent