



**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 (now MoE)**  
**Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC**  
**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](http://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 / Provisional Certificate / Rank Certificate (per sheet) :

Type of Certificate	1 <sup>st</sup> Time (Rs.)	2 <sup>nd</sup> Time(Rs.)
Mark / Gradesheets	3000	4000
Provisional Certificate / Rank Certificate / Consolidated Statement of Marks	3000	4000

ii. Search Fee – only for Rank Certificate:

- a. Within 1 Year : -
- b. after 2 Years but before 5 Years : Rs.1000
- c. after 5 Years but before 10 Years : Rs.1500
- d. after 10 Years but before 15 Years : Rs.2500
- e. after 15 Years : Rs.5000

iii. Mode of Payment:

Online Payment can be made 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**