

# NANDHA ENGINEERING COLLEGE, ERODE 638052

## OFFICE OF THE CONTROLLER OF EXAMINATIONS

Procedure for applying for **Duplicate** Statement of Grades/Consolidated Statement of Grades.

### A) Originals lost:

- a) The candidate may apply for issuance of Duplicate certificates in person or by post.
- b) The candidate shall submit the following to the Controller of Examinations office
  - i) An application in prescribed format.
  - ii) A non traceability certificate issued by the Police Station situated in the area where the certificates were LOST.

### B) Originals damaged:

The candidate shall submit the following to the Controller of Examinations office

- i) An application in prescribed format.
- ii) The original damaged Statement of Grades/Consolidated Statement of Grades.

**C)** The outstation candidates may send all the above documents by post to "The Controller of Examinations", Nandha Engineering College, Erode-638052.

**D)** Fresh Statement of grades will be issued in about 10 days.

### Fees Payment:

Payment of fees will be made through online only. After the receipt of application the fee payment will be enabled in <https://formbuilder.ccavenue.com/live/indian-bank/nandha-engineering-college/other-fee-examination>. After the confirmation of payment the application will be processed and duplicate certificate will be issued.

### Fees Details:

Duplicate Statement of Grades	: Rs.500/- for each Duplicate
Consolidated Statement of Grades	: Rs.750/-
Courier charge	: Rs.100/-(By post)

**CONTROLLER OF EXAMINATIONS**