

PROCEDURE FOR ISSUE OF DUPLICATE ACADEMIC CERTIFICATES

(Duplicate Statement of Marks / Grade / Degree /Diploma Certificate)

1. A requisition letter duly signed by the candidate addressed to.
The Controller of Examinations,
People’s University,
First Floor, Administration Block,
People’s Campus, Bhanpur, Bhopal-462037.
 2. A non-traceable certificate from the Police Station FIR Copy.
 3. A Xerox copy of Academic Certificate.
 4. The applicant and fee as prescribed by the University shall be submitted through the Dean Faculty /
HOI where the student was enrolled
 5. An affidavit of Rs. 20/- Non-Judicial Stamp Paper from the notary public (see Annexure-I).
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AFFIDAVIT (FORMAT)

(Declaration to be given in Non-Judicial Stamp Paper of value of Rs. 20/-)

ISon/Daughter of Mr. Residing at
.....hereby affirm and declare that I have irrecoverably lost
myStatement of Marks / Grade /Degree (No.) issued to
me by People’s University, Bhopal-462037 in the month....., Year,
Date.....

In the event of the above mentioned Statement of Marks / Grade /Degree being found subsequently, I
hereby undertake to return the duplicate issued. It is at my own risk the Statement of Marks / Grade
/Degree may be sent the address given by me.

Signature

Date:-

Place:

(Signed before me)

First class Magistrate/Notary Public