

REGULATIONS FOR OBTAINING DUPLICATE DEGREE CERTIFICATE (w.e.f. 01.04.2022)

1. Application for Degree Certificate (Duplicate) should be submitted by the individual candidate only.
2. The Filled-in-application form should be forwarded by the Principal of the college where the student underwent the programme.
3. The Degree Certificate (Duplicate) will be issued only when it is lost or destroyed.
4. The Candidate should enclose their Consolidated and semester / year wise marks Statements copies. If the candidate lost both Degree Certificate and marks statements he/she should apply marks statements (Duplicate) in the first instance and then only he/she can apply for Degree Certificate (Duplicate).
5. Degree Certificate (Duplicate) will be sent to the Principal of the college only. The candidate should collect the same from the college only
6. The Degree Certificate (Duplicate) will not be issued under the 'Tatkal' system.
7. Degree Certificate (Duplicate) should be issued by accepting the applications with a valid photo Identity proof like Aadhaar Card, Voter ID and Driving License etc.
8. Degree Certificate (Duplicate) is to be surrendered to the University immediately if the original certificate is recovered.

9. Fee Particulars:

First time Duplicate	: Rs. 5,000/- (+ Rs. 200/- Search Fee Per Year)
Second time Duplicate	: Rs. 8,000/- (+ Rs. 200/- Search Fee Per Year)
Third time Duplicate onwards	: Rs. 8,000/- + Addl. Fee of Rs. 10,000 for Every Duplicate (+ Rs. 200/- Search Fee Per Year)

10. The fees should be paid in the form of Demand Draft in favour of "Bharathidasan University" payable at Tiruchirappall - 620 024 or by Online Payment.
11. Fees once paid will not be **refunded / Transferred** for any other purpose.

CONTROLLER OF EXAMINATIONS