

ISSUE OF DUPLICATE DEGREE CERTIFICATE

The duplicate Degree certificate is issued **ONLY** if the original Degree certificate is lost, stolen or got destroyed.

A. PROCEDURE

The following procedure is to be adopted by the alumnus for getting a duplicate Degree from IISER Bhopal:

1. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
2. Provide an affidavit prepared by a Notary on a non-judicial stamp paper. (The matter to be printed on the affidavit is detailed below)
3. Write an application addressed to "The Assistant Registrar (Academics), IISER Bhopal" mentioning the loss of your degree and reference of above documents.
4. Attach a Xerox copy of the original Degree conferred on you by IISER Bhopal (if available).

B. CHARGES

Candidate has to pay an amount of Rs. 500/- (Rupees Five Hundred Only) towards the processing fee and Postal Charges (Rs. 200/- In India, USD 50/- for Abroad), if applicable through online sbi-collect via

<https://www.onlinesbi.com/prelogin/icollecthome.html>

C. PROCESSING

Attach the above documents (s.no. 1 – 3) in Original along with online fee payment receipt and send it at the following address:

Assistant Registrar (Academics)
Room No. 10, Main Building
Indian Institute of Science Education and Research Bhopal
Bhopal By-pass Road, Bhauri, Bhopal – 462 066
Madhya Pradesh, India
E-mail: office_aa@iiserb.ac.in

May kindly note that it takes approximately 15 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree certificate (this excludes postal time).

Proforma for affidavit
(To be printed on a non-judicial stamp paper)

AFFIDAVIT

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

1. That, I was a student of Indian Institute of Science Education and Research Bhopal from **<MONTH & YEAR>** till **<MONTH & YEAR>**.
2. That, I appeared and passed the **<NAME OF THE PROGRAMME>** Degree in **<NAME OF BRANCH>** from Indian Institute of Science Education and Research Bhopal in the year **<GRADUATING YEAR>**.
3. That, the original **<NAME OF THE PROGRAMME>** Degree Certificate conferred upon me by Indian Institute of Science Education and Research Bhopal has actually been lost and 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 original degree certificate ever getting found, will returned to the Institute.

Deponent

Verification

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

Date: **<DATE OF WRITING AFFEDAVIT>**

Place: **<CURRENT CITY OF YOUR STAY>**

Deponent