

### **Procedure for Issue of Duplicate Degree Certificate**

The duplicate Degree certificate is issued only if the original Degree certificate is lost or stolen.

1. In order to get Duplicate Degree Certificate from IIPS-Mumbai, the students are required to submit an application (in prescribed format given below) in person along with the following documents:

- (i) First Information Report (FIR) in original clearly mentioning loss of original degree.
- (ii) An affidavit prepared by the Notary on a non-judicial stamp paper of Rs.10/- (The matter to be printed on the affidavit is detailed below)
- (iii) A copy of publication in the newspaper about the lost of the Degree Certificate.
- (iv) Copy of Final Semester Mark sheet/Grade Card.
- (v) Attach a copy of the original degree conferred on him by IIPS-Mumbai (if available).
- (vi) Attach an online fee receipt of Rs. 800/-.

2. The charges for issue of Duplicate Degree Certificate is Rs. 800/-. The charges should be paid through online mode (SBI- Collect) only. Link of online payment is as below  
<https://www.onlinesbi.com/sbicollect/icollecthome.htm>

3. The Duplicate Degree Certificate along with all required documents should be submitted at the Counter of Examination Section of the Institute.

4. No specific time frame in issuing Degree certificate can be given. The individual can collect the Duplicate Degree Certificate from Examination section of the Institute.

### Application for Duplicate Degree Certificate

To,  
The Assistant Registrar(Academic)  
IIPS-Mumbai

Subject:- Application for Issue of Duplicate Degree Certificate.

Sir / Madam,

I was a student of IIPS-Mumbai. I appeared and passed the (name of degree) \_\_\_\_\_ Degree in (branch) \_\_\_\_\_ from IIPS, Mumbai in the year \_\_\_\_\_. The original (name of degree) \_\_\_\_\_ Degree Certificate conferred upon me by the IIPS, Mumbai has been lost / stolen to the best of my knowledge and belief. There is no immediate likelihood of the said original degree certificate being traced out.

Therefore, I kindly request you to issue me duplicate (name of degree) \_\_\_\_\_ Degree Certificate. The required documents to support the claim of loss of my original degree are enclosed herewith.

Yours faithfully

Sign -----

Name : -----

Enrolment No.: -----

Degree: -----

Contact No. -----

Postal Address: -----

----- District: ----- State: -----

----- Pin Code : -----.

Enclosures :-

1. Online fee payment receipt of Rs. 800/-.
2. FIR in original mentioning loss of original degree certificate.
3. Affidavit in original (as per format).
4. Copy of newspaper publication.
5. Copy of Final Semester Mark sheet.
6. Copy of original degree (if available)

अन्तर्राष्ट्रीय जनसंख्या  
विज्ञान संस्थान  
(विश्वविद्यालय समतुल्य)\*  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन  
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088. भारत



International Institute for  
Population Sciences  
(Deemed University)\*  
An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India  
Govandi Station Road, Deonar, Mumbai -400 088. INDIA

### Proforma for Affidavit

(To be printed on a non-judicial stamp paper of Rs.10/- and attested by a Notary)

#### AFFIDAVIT

I, <NAME OF THE ALUMNUS> 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 International Institute for Population Sciences-Mumbai from <MONTH & YEAR> till <MONTH & YEAR>. My enrolment No. was .....
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from International Institute for Population Sciences-Mumbai in the year <GRADUATING YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by International Institute for Population Sciences-Mumbai 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 not be misused.

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