

Procedure for Issue of Duplicate Marksheets/Grade Cards

1. In order to get Duplicate Marksheets/Grade Cards 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 Marksheets/Grade Cards.
- (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) Attach a copy of the Marksheets/Grade Cards conferred on him by IIPS-Mumbai (if available).
- (iv) Attach an online fee receipt of Rs. 400/per Marksheet/Grade Card.

2. The charges for issue of Duplicate Marksheets/Grade Cards is Rs. 400/-. 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 application along with all required documents should be submitted at the Counter of Examination Section of the Institute.

4. The Duplicate Marksheets/Grade Cards will normally be issued within 15 working days of receipt of complete application supported with documents. However, any compelling circumstances, no specific time frame in issuing Duplicate Marksheets/Grade Cards can be given. The individual can collect the Duplicate Marksheets/Grade Cards from Examination section of the Institute .

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088. भारत



(स्थापना) Established in 1956
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

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

Application for Duplicate Marksheets/Grade Cards

To,
The Assistant Registrar(Academic)
IIPS-Mumbai

Subject:- Application for Issue of Duplicate Marksheets/Grade Cards.

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 (Semester) _____ Marksheet/Grade Card 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 (Semester) _____ Marksheet/Grade Card 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. 400/-.
2. FIR in original mentioning loss of Marksheets/Grade Cards.
3. Affidavit in original (as per format).
4. Copy of Semester Mark sheet. (if available)

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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> and <SEMESTER> from International Institute for Population Sciences-Mumbai in the year <GRADUATING YEAR>.
3. That, the original <SEMESTER> Marksheet/Grade Card 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