

# Policy for issuance of Certificate

1. In case of loss or destruction of Grade report a candidate may obtain a duplicate Grade Report on submitting an application to the Assistant Registrar examinations, Navrachana University, with receipt of the prescribed fee.
2. In case of loss or destruction of Degree certificate a candidate may obtain a duplicate Degree certificate on submitting an application with Copy of FIR from Nearest Police Station to the Assistant Registrar examinations, Navrachana University, with receipt of the prescribed fee.
3. When the candidate surrenders the remnants of the damaged/spoiled Degree certificate/Grade Report and on verifying the details therein, duplicate may be issued on the basis of an application in plain paper signed by the candidate. Remnants of documents so produced will be ascertained, verified for it's origin condition and Assistant Registrar, Examination decision will be final for issuance of duplicate certificate. If the details of documents cannot be identified from the remnants, the candidate shall submit the application in Case of Grade report and copy of FIR with application in case of Degree Certificate.
4. The candidate shall remit fee prescribed for duplicate. Fee once remitted will not be refunded or adjusted.
5. The above said procedure shall be followed for issuing triplicate of the document in cases where the duplicate already issued is lost and this fact shall be appropriately mentioned in the application. Decision of the Assistant Registrar Examination will be final on all matters relating to the admissibility of application.
6. After receiving an application and requisite amount, issuance of Degree Certificate will take 30 working days and for Grade Reports and other documents 15 working days respectively.
7. Mode of issuance - Duplicate certificate (Degree Certificate/Grade report) will be handover in person/representative with authority letter to candidate/representative with a copy of valid ID card as proof.

## Applicable Fees for various documents is as below:

Sr. No.	Particulars	Amount Rs.	Remarks
1	Duplicate Grade Report	500/-	Current Student (application required)
2	Duplicate Grade Report	1000/-	Pass out students (application required)
3	Duplicate Degree Certificate	1000/-	1) Application required 2) Copy of FIR required
4	Copy of Transcript	200/-	For Per extra copy
5	Degree Certificate (Convocation fees )	1000/-	These are the charge towards award of degree irrespective of Student's preference to receive in absentia or in person.

This policy may be amended at the discretion of the Board/Provost/Registrar on case to case basis if need be.