

# Indian Institute of Information Technology Allahabad

## Issuance of DUPLICATE Academic Instruments (IDAI) - Policy, Procedure and Fees (2019)

**Background:** As a formal Certification and Degree granting Institution of National Importance, the Institute issues Academic Certificates of various kinds to its enrolled students, at various points of time, during the course of their enrolment at the Institute. Such issued academic instruments are later reported to be mutilated, stolen or lost, resulting in the students making requests to the Institute to issue them a DUPLICATE COPY of the original one, *in lieu*. Such requests are also often accompanied by copies of First Information Reports (FIR) lodged by them with the local police stations or Railway Police etc. similar law enforcing authorities. For incidents happening at places outside India also, documentary evidence regarding the loss, similar to that of Indian FIRs etc is produced.

To meet this aforesaid requirement, this Policy is required to be put in place.

While putting in place the Policy on the issue, as a guiding principle, it would be apt to say that the policy should be easy for the genuine loser, while at the same time have requisite safeguards in it to deter the non-genuine / careless losers of academic instruments.

### Policy:

- A. Policy Name :** “Issuance of DUPLICATE Academic Instruments – Policy, Procedure and Fees (2019)”
- B. Date of Coming into effect of this Policy and its Period of Validity:** The Policy shall take effect from the date it is approved by the Chairman Senate (pending its ratification by the Senate in its next meeting) OR the Institute Senate, as the case may be. The same shall remain in effect until further revised or recalled by the Senate.
- C. Instruments covered under the Policy:** Grade Card / Grade Sheet, Degree Certificates, or such other Documents as may be declared as Academic Instruments for the purpose by the Senate of the Institute.
- D. Person competent to make a request :** Request for issuance of DUPLICATE or subsequent copies shall be entertained ONLY when made by the candidate himself or herself, duly signed in ink. Follow-up of the same initial request, through an authorised nominee of the candidate, for the purpose, shall however be acceptable.
- E. Issuance of an Interim Document – When, How ?:** In case so desired, to meet the urgent requirements arising between the loss/theft/damage and formal issuance of DUPLICATE instrument, an interim provisional Document could be issued by the Institute, upon request and payment of a separate prescribed fees alongwith the specified documents, as per applicability. This document shall come with an interim validity period and shall be valid ONLY during that period. This cannot be deemed to be a replacement of the Original or DUPLICATE Copy of the Instrument.
- F. Classification of Fire Damage / Termite attack etc :** Instances, where the remnants are recognisable as the part of original instrument shall be classifiable under the category of ‘Mutilated’

instruments, while in case of complete loss owing to fire/ Termite attack or similar such happenings, leading to remnants becoming unrecognisable part of the original, shall be classifiable in the category of either 'Stolen' or 'Lost' instrument, at the discretion of the candidate and required to be processed accordingly.

- G. Is TRIPLICATE copy issuable?** : For the issuance of a TRIPLICATE Copy, while the procedure as prescribed above shall remain the same (based upon the grounds for fresh issuance), the fees payable shall be double that of the prescribed one.
- H. QUADRUPLICATE and Subsequent COPY ?** : For the issuance of a Quadruplicate or subsequent copy, the request shall have to be approved by the Senate of the Institute, in its regular meeting, with a clear detailed explanation on the chronology of events/circumstances, starting from the first instance to the present one, made out by the concerned candidate. Only after the Institute Senate is satisfied of the reasons leading to such a request, shall it approve the fresh issuance and also prescribe the fees for its issuance. Senate may also choose not to grant its permission.

**Procedure:**

**I - For STOLEN Academic Instruments:**

- 1) The loser shall be required to lodge an FIR with the Local Police / Railway Police Force etc, where the incident happened, clearly stating the description of the academic instrument(s) stolen.
- 2) Thereafter, publish the declaration regarding the stolen instrument, in at least two local newspapers (i.e. local with respect to the place of reported burglary). Out of the two publications, should one in English and one in the local language of the said place.

(Sample matter: I, ..... s/o or d/o..... do hereby declare that my academic certificates as follows:....., have been reported stolen by me through FIR No.....Place:..... Date..... This declaration is being made by me to acquire duplicate certificates in lieu of the original ones, from the issuing institution i.e. Indian Institute of Information Technology Allahabad, India. Signature: Candidate Name, Place, Enrollment No., Address, Phone No.)

- 3) Requests for issuance of DUPLICATE instruments shall be entertained by the Institute only after the lapse of thirty days of the publication of the last newspaper advertisement.
- 4) The FORMAL request , clearly stating the name of academic instrument, desired to be issued in DUPLICATE, may then be made to the AAA section of the Institute alongwith the following:
  - a) Cuttings in Original, bearing printed name of the newspaper, date & page no. of publication alongwith the edition, in respect of both the advertisements.
  - b) Notary Certified Copy of FIR / Similar such document (in case place of incidence is other than India).
  - c) While requesting for issuance of a DUPLICATE or a subsequent copy, the candidate shall be required to produce any of the alternative supporting document (For Example, if the request is for issuance of a DUPLICATE Degree Certificate, then a self attested copy of the Last Semester Grade Card shall necessarily be required in support ).
  - d) Proof of having paid the prescribed fees (as applicable for stolen instruments) for issuance of DUPLICATE academic instrument, in Institute Accounts.

Upon receipt of the items as in (4) above, the required DUPLICATE academic instruments shall be issued by the AAA section of the Institute. In case of Grade Card / Grade Sheet, they shall be issued on the prevailing official stationery while in case of Degree Certificates; ONLY an attested copy of the original Degree Certificate, by the Dean (A&R) shall be issuable. All DUPLICATE instruments shall invariably be marked as being DUPLICATE on the Top Right Hand Corner of the Document and a copy retained in the

respective student record, at the Institute, with the original instrument becoming void after the issuance of the DUPLICATE .

## **II - For LOST Academic Instruments:**

- 1) Publish the Lost declaration, with the description of the lost instrument, in at least two local newspapers (i.e. local with respect to the place of reported loss). Out of the two publications, should one in English and one in the local language of the said place.

(Sample matter: I, ..... s/o or d/o..... do hereby declare that my ORIGINAL academic certificates as follows:....., have been reportedly lost by me. It is solemnly declared that to the best of my knowledge, I have not wilfully deposited them with anybody to seek employment, loan, similar other benefaction, etc. In case said certificates are found by anyone, the same may kindly be returned to the undersigned, at the earliest. This declaration is being made by me to acquire duplicate certificates *in lieu* of the original ones, from the issuing institution i.e. Indian Institute of Information Technology Allahabad, India. Signature: Candidate Name, Place, Enrollment No., Address & Phone No.)

- 2) Requests for issuance of DUPLICATE instruments shall be entertained by the Institute only after the lapse of sixty days of the publication of the last newspaper advertisement.
- 3) The FORMAL request , clearly stating the name of academic instrument, desired to be issued in DUPLICATE, may then be made to the AAA section of the Institute alongwith the following:
  - a) An affidavit on a NON Judicial Stamp Paper, sworn before a Notary of Court of Law (In India, NJS of Rs 100/- at least) / Oath Commissioner (Abroad Cases, NJS Equivalent Document), proclaiming the Loss and stating the intent to have a DUPLICATE or subsequent Copy issued.
  - b) Cuttings in Original, bearing printed name of the newspaper, date & page no. of publication alongwith the edition, in respect of both the advertisements.
  - c) While requesting for issuance of a DUPLICATE or a subsequent copy, the candidate shall be required to produce any of the alternative supporting document (For Example, if the request is for issuance of a DUPLICATE Degree Certificate, then a self attested copy of the Last Semester Grade Card shall necessarily be required in support )
  - d) Proof of having paid the prescribed fees (as applicable for lost instruments) for issuance of DUPLICATE academic instrument, in Institute Accounts.
- 4) Upon receipt of the items as in (3) above, the required DUPLICATE academic instruments shall be issued by the AAA section. In case of grade Card / Grade Sheet, they shall be issued on the prevailing official stationery while in case of Degree Certificates; ONLY an attested copy of the original Degree Certificate, by the Dean (A&R) shall be issuable. All DUPLICATE instruments shall invariably be marked as being DUPLICATE on the top Right Hand Corner of the Document and a copy retained in the respective student record maintained at the Institute, with the original instrument becoming void after the issuance of the DUPLICATE.

## **III - For MUTILATED Academic Instruments:**

- 1) Publish the Mutilation declaration, with the description of the lost instrument, in at least two local newspapers (i.e. local with respect to the place of reported loss). Out of the two publications, should one in English and one in the local language of the said place.

(Sample matter: I, ..... s/o or d/o..... do hereby declare that my ORIGINAL academic certificates as follows:....., have got mutilated. This declaration is being made by me to acquire duplicate certificates *in lieu* of the original

mutilated ones, from the issuing institution i.e. Indian Institute of Information Technology Allahabad, India. The original mutilated documents shall accordingly be treated as void, after the issuance of DUPLICATE ones. Signature: Candidate Name, Place, Enrollment No, Address & Phone No.)

- 2) Requests for issuance of DUPLICATE instruments shall be entertained by the Institute only after the lapse of Fifteen days of the publication of the last newspaper advertisement.
- 3) The FORMAL request , clearly stating the name of academic instrument, desired to be issued in DUPLICATE, may then be made to the AAA section of the Institute alongwith the following:
  - a) An affidavit on a NON Judicial Stamp Paper, sworn before a Notary of Court of Law (In India, NJS of Rs 100/- at least) / Oath Commissioner (Abroad Cases, NJS Equivalent Document), proclaiming the Loss and stating the intent to have a DUPLICATE or subsequent Copy issued.
  - b) Cuttings in Original, bearing printed name of the newspaper, date & page no. of publication alongwith the edition, in respect of both the advertisements.
  - c) Original mutilated academic instrument.
  - d) While requesting for issuance of a DUPLICATE or a subsequent copy, the candidate shall be required to produce any of the alternative supporting document (For Example, if the request is for issuance of a DUPLICATE Degree Certificate, then a self attested copy of the Last Semester Grade Card shall necessarily be required in support )
  - e) Proof of having paid the prescribed fees for issuance of DUPLICATE academic instrument (as applicable for mutilated instruments), in Institute Accounts.
- 4) Upon receipt of the items as in (3) above, the required DUPLICATE academic instruments shall be issued by the AAA section. In case of grade Card / Grade Sheet, they shall be issued on the prevailing official stationery while in case of Degree Certificates; ONLY an attested copy of the original Degree Certificate, by the Dean (A&R) shall be issuable. All DUPLICATE instruments shall invariably be marked as being DUPLICATE on the top Right Hand Corner of the Document and a copy retained in the respective student record maintained at the Institute, with the original instrument becoming void after the issuance of the DUPLICATE.

**Prescribed Fees :**

Sl. No.	Academic Instrument Desired to be made	Unit	Prescribed Fees for making of DUPLICATE Instrument	Prescribed Fees for making TRIPLICATE COPY
1.	Grade Card / Sheet	Per Pc.	Rs. 1,000/-	Rs. 2,000/-
2.	Degree Certificate	Per Pc.	Rs. 3,500/-	Rs. 7,000/-
3.	Issuance of Interim Document	Per Pc.	Rs. 2,000/-	Rs. 2,000/-
4.	Postage Charges : Speed Post (In India) AIR MAIL (Abroad)	Flat Rate	Rs 250/- Rs. 250/-	Rs. 250/- Rs. 250/-
4.	Postage Charges: Courier (In India) Courier (Abroad)	Flat Rate	Rs 750/- Rs. 2500/-	Rs. 750/- Rs. 2500/-
<b>Note:</b>				
i. <b>The Fees prescribed herein above shall supersede the Fees that may have been prescribed earlier and shall remain valid until revised at a subsequent date.</b>				

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