

Nirma University, Ahmedabad

[Examinations Section]

Instructions to Apply for Duplicate Semester Grade Report

1. Fill-up the application form for Duplicate Semester Grade Report. Application Form is attached herewith in **Appendix- A** and also available at Examination Section of University.
2. If student cannot come personally, student can authorise someone to initiate the process on his/her behalf and inform the authorised person to bring the Authority Letter (**Appendix- B**) and his/her self-attested photo ID proof. (Govt. Issued Driving License/Passport/PAN Card and Aadhaar Card)
3. If the Semester Grade Report(S) is lost/misplaced/damaged more than one SGR then **Affidavit** is required. It is compulsory to submit An Affidavit (in original) in the format given in **Appendix- C**.
4. Attach the self-attested photo ID proof of student with application form.
5. An applicant can send soft copy (PDF) of all required documents in advance on Email to facilitate the office process.
6. Fees for Duplicate Semester Grade Report is **Rs. 750 per SGR**.

- Postage Charges: (I) Out side India - Rs.2000 for each envelope.
(II) Within India - Rs. 300 for each envelope.

- Mode of Payment: (I) Cash
(II) Payment through NEFT:
▪ Name of the Beneficiary: **Nirma University**
▪ Bank Account Number: **09720180085**
▪ Bank Name: **The Kalupur Comm. Co. Op. Bank Ltd. - Nirma University Branch**
▪ IFSCode: **KCCB0NRM097**

The process of application will be initiated only after the confirmation of payment of the fees.

7. **The process of application will be declined if the Documents furnished are incomplete.**

Note: 1. Issuance Period - **Minimum 03 working days.**
2. **Office hours:** Monday to Friday: **11:00 AM to 06:15 PM** and
Saturday: **8:45 AM to 04:45 PM (Holiday on 2nd & 4th Saturday),**
Recess hours: 2.00PM to 2.30PM.

For any query and clarification, please contact to the office of Examinations Section of University

Contact Details: Email: **Verification@nirmauni.ac.in**
Tele No.: **079 71652 672 – 671, 02717 241911-12**

Correspondence address: Deputy Registrar (Examinations Section)
Nirma University
Sarkhej-Gandhinagar Highway,
Chharodi, Ahmedabad 382 481, Gujarat, India

Nirma University, Ahmedabad

Application Form for Duplicate Semester Grade Report(s)

To,

**Deputy Registrar
Examination Section
Nirma University,
Ahmedabad - 382481**

Email: verification@nirmauni.ac.in

Sir,

I have lost my Semester Grade Report(s) of Semester End Examination of _____ programme and I request you to give me Duplicate Semester Grade Report(s). The details of which are as under:

1. Full name : _____

2. Exam/Roll No. :

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3. Details of lost Semester Grade Report(s):

Semester	Result Month & Year

Semester	Result Month & Year

4. Whether Original Affidavit is attached with form? Yes NO5. Address for : _____
Correspondence _____Pin :

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Contact No. : (R) _____ (M) _____

Email : _____

6. Fees paid Rs. _____ vide receipt no. _____ dated _____.

Encl.: Fees Payment Receipt in original.

Student's Declaration

Sir,

I, (Mr./Ms.) _____, solemnly declare that I have lost my Semester Grade Report(s) of _____ programme and semester(s) mentioned above. Kindly give me the duplicate(s) of the same. I commit that (i) If I find the original Semester Grade Report(s) subsequently, I shall surrender the Duplicate(s), (ii) I will not misuse this/these Semester Grade Report(s) under any circumstances and if it is found so, then I would be responsible personally for the punishment to be imposed upon me by the Nirma University.

Place :

Student's Name & Signature

Date :

Letter of Authority

I, _____ (Name of Student),

Roll No. _____ Programme _____ presently

residing at _____ (full address)

hereby authorise Mr./Ms. _____ Age _____

residing at _____ (full address),

Telephone No. (M) _____ e-mail id _____

to act on my behalf in the matter related to verification (authentication) of my educational documents/Pay the fees/Apostille/Duplicate documents/to collect original documents (SGRs/ Transcript/Degree Certificate) or Verified sealed envelope(s) from Examination Section – Central Office of Nirma University and it will be considered by the University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorised person will also submit his/her Photo-ID proof.

Signature of Student with Date

Signature of Authorised Person with Date

(For Office Use)

Acknowledgement

I have received following documents from Nirma University for _____ on his/her behalf and I acknowledge for the same.

1. _____
2. _____
3. _____
4. _____

Signature of Authorised Person with Date

Affidavit (Specimen)

* In absence of any Supporting Documents, An applicant (Student) will have to submit an **Affidavit on applicable Stamp Paper Duly Notarized**.

I, _____ (Student Name as per Enrollment),
Roll No. _____, Programme _____ offered by
the Institute of _____ under Nirma University, presently
residing at _____

_____ (Full Address) hereby
declared that I was provided all original Semester Grade Report(S) by the Nirma
University from time to time out of which Semester Grade Report(S) of
semester/ Trimester _____, _____, _____, _____, _____, _____ are
lost/Got Destroyed/ Damaged/Not Traceable/Not available with me hence I
have applied for Duplicate Semester Grade Report(S) as per prescribed
procedure of the university.

Further, I also declare that if I found/ receive the Original Semester Grade
Report(s) in future then I will return them to Nirma University.

I am making this affidavit on the _____ day of _____ month and
Year _____ to submit it to the Nirma University.

Note:

1. Photo Identity Proof duly attested should be attached with the Affidavit.