



## **Issue of Duplicate Degree Certificate**

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

### **A. PROCEDURE**

The following procedure is to be adopted by the candidate for getting a duplicate Degree to be issued from ABV-IITM Gwalior:

1. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
2. Publication in the newspaper about the loss of the Degree certificate.
3. Get an affidavit prepared by the Notary on a non-judicial stamp paper. (*The matter to be printed on the affidavit is detailed below*)
4. Write an application addressed to “ Assistant Registrar (Academic), ABV-IITM, Morena Link Road Gwalior -474015” mentioning the loss of your degree and reference of above documents.
5. Attach a Xerox copy of the original Degree conferred on you by ABV-IITM Gwalior (if available).

### **B. CHARGES**

6. Candidate has to pay an amount of Rs.1000/- (Rupees One Thousand Only) towards the processing fee through Demand draft in favor of “**Director ABV-IITM Gwalior**” payable at “Gwalior” or through NEFT (copy of the transaction details to be attached) in **Bank of India Account No: 945210110000969 ,IFSC Code: BKID0009462 ABV-IITM, Morena Link Road Branch Gwalior-474015.**

### **C. PROCESSING**

7. Attach all the above documents in Original along with your application and send it at the following address:

Assistant Registrar  
(Academic) ABV-IITM,  
Morena Link Road  
Gwalior -474015  
India  
Ph: +0751-2449625

## Proforma for Affidavit

(To be printed on a non-judicial stamp paper)

### AFFIDAVIT

I, <NAME OF THE CANDIDATE> 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 ABV- Indian Institute of Information Technology and Management, Gwalior from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> from ABV- Indian Institute of Information Technology and Management, Gwalior in the year <GRADUATING YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Degree Certificate conferred upon me by ABV- Indian Institute of Information Technology and Management, Gwalior 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