

Guidelines for the Issuance of Duplicate Degree Certificate

1. Copy of FIR filed with Police intimating the loss of the Certificate.
2. Non traceable Certificate/ letter issued by the Police authority or Copy of the newspaper publication about the loss of the Degree Certificate.
3. Self-attested/scanned copy of Degree Certificate.
4. Self-attested/scanned copy of PAN card/Aadhar Card.
5. Affidavit signed in the stamped paper (Rs.20/-) with an undertaking to return the duplicate degree in the case of the original being found out.
6. a) For the request from Alumni within India: Rs.5,000/- (Rupees Five thousand only) to be transferred through NEFT to the institute bank account

Details of the Institute Bank Account:

Account Name:	Indian Institute of Technology Palakkad
Account Number:	35520964533
IFSC Code:	SBIN0006640
Bank Name:	State Bank of India

- b) For the request from Alumni outside India: US\$ 200 (US Dollar Two Hundred only) to be transferred through NEFT / Wire Transfer to the institute bank account

Details of the Institute Bank Account:

Account Name:	Indian Institute of Technology Palakkad
Account Number:	35520964533
Swift Code:	SBININBB397
Bank Name:	State Bank of India

7. An application to the Officer In-charge (Academics) with all the above documents

PS:

1. The stamp “Duplicate” will be affixed on the newly issued degree certificate.
2. In the case of the degree certificates that are damaged, the applicant should submit the damaged one to the institute and then get the duplicate.
3. The signatories for the duplicate degree certificates may be different from the original.