

**Procedure for Applying Duplicate Grade Sheet / Duplicate Consolidated Grade Sheet**

1. The applicant has to submit the following documents to the CoE's office:

**a) Application Form No. 9.1    b) Affidavit from Notary Public    c) Fees Paid Receipt**

a) **Application Form No. 9.1** : Duplicate Grade Sheets / Duplicate Consolidated Statement of Grades shall be issued through application Form No. 9.1 that can be download from the link

<https://www.kpriet.ac.in/asset/frontend/pdf/exams/downloads/Duplicate%20Consolidated%20Grade%20Sheet.pdf>

b) **Affidavit from Notary Public** : Candidate need to submit the application to the CoE's office along with an Affidavit as per the specimen, typed on Rs. 20/- stamped paper and affirmed by a Notary Public.

Affidavit for **Grade Sheet of Current Batch** :

<https://www.kpriet.ac.in/asset/frontend/pdf/exams/downloads/Duplicate%20Grade%20Sheet-Current%20Students.pdf>

Affidavit for **Grade Sheet of Passedout Batch** :

<https://www.kpriet.ac.in/asset/frontend/pdf/exams/downloads/Duplicate%20Grade%20Sheet-Completed%20Students.pdf>

Affidavit for **Consolidated Statement of Grades of Passedout Batch** :

<https://www.kpriet.ac.in/asset/frontend/pdf/exams/downloads/Duplicate%20Consolidated%20Statement%20of%20Grades.pdf>

c) **Fees Paid Receipt** : The fees for Duplicate Grade Sheets / Duplicate Consolidated Statement of Grades are made available in the link given below:

(<https://www.kpriet.ac.in/asset/frontend/pdf/exams/downloads/Fees%20Structure.pdf>)

2. The outstation applicants may send all the above documents by registered post and shall attach a self-addressed A4 size cloth lined cover for issuing the grade sheet / consolidated statement of marks and grade sheets through an authorized person (along with a letter authorizing him/her to receive on his/her behalf with Adhaar Number mentioned in the letter).

3. If the grade sheet / consolidated statement of marks and grade sheets are damaged, the applicant must surrender the damaged sheets.

4. Duplicate Grade Sheets / Duplicate Consolidated Statement of Grades shall be issued within next working day after the receipt of the fees paid challan.