Process for obtaining documents/certificates from Academic Office of IIT Mandi

Provisional Certificate

One Provisional Certificate (in original) will be issued free of cost to the graduating students, who fulfill the requirements for the award of the Degree, after declaration of the results of the final semester and subsequent verification/authentication by the Faculty Advisor / School Chair.

- The student is required to clear all the dues and obtain **'No Dues'** from the concerned sections/departments prior to applying for the Provisional Certificate.
- An application mentioning the details (Full Name, Roll No., Program, Branch, full communication address, phone/mobile number) may be submitted in Deans' Secretariat, Kamand Campus to obtain the same.

Duplicate Provisional Certificate

A graduand is required to fill the prescribed application form and submit/send it to 'The Assistant Registrar (Academics)' with the proof of payment.

Original Degree Certificate

1. Original Degree is issued to the passing out students during convocation.
2. If a student cannot attend the convocation, he/she (or his/her authorized person who is a student/employee of the Institute/relative of the alumni) can collect the certificate personally from the Academics Office at a later date. Authorization should be through a written letter.
3. If a student neither can attend the convocation nor can collect the certificate personally, the Institute can send it by Registered Post to the student's address (within India), provided the student
   i. Requests the Assistant Registrar (Academics) through a written letter / e-mail and authorizing the Academics Office of the Institute to send the certificate by post. The application should provide the particulars as Roll.No., Address to which the Degree should be sent, Year of Passing, Date of Convocation, etc.
   ii. Indemnifies the Academics office against loss or any damage of certificate in transit.
   iii. Provides the proof of payment of the requisite amount.

Certified copy of the Degree Certificate/Verification of Documents

An agency / alumni willing to have a certified copy of the Degree Certificate can do so by sending the prescribed application with the proof of payment of the requisite charges to 'Assistant Registrar (Academics), mentioning the purpose of the verification along with the following enclosures:

i) Photocopy of the certificate(s) to be verified

ii) Signed authorization from the candidate (student/Alumnus)

Duplicate Degree Certificate

Duplicate Degree certificate may be issued to the Alumni on request to the Dean (Academics), if the alumni;

1. Provides proof to substantiate loss or theft of the Degree supported by an authenticated copy of FIR (First Information Report) lodged with the nearest Police Station of the area where she/he lost the certificate

OR

Accidentally damages the certificate which is still recognizable, but cannot be used as a certificate any more, and sends the damaged certificate to the Institute.

2. Provides an affidavit attested by a Notary on a non-judicial stamp paper of Rs.20/-. *(The matter to be printed on the affidavit is detailed below)*
3. Writes an application addressed to "The Dean (Academics), IIT Mandi" mentioning the loss of the degree and enclosing the above documents.
4. Attaches a photocopy of the original Degree conferred by IIT Mandi (if available).
5. Provides the proof of payment for obtaining the document.

AFFIDAVIT
(To be printed on a non-judicial stamp paperof Rs.20/- and attested by a Notary)

I, *<NAME OF THE ALUMNUS>* 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 Indian Institute of Technology Mandi from *<MONTH & YEAR>* till *<MONTH & YEAR>*. My Roll No. was _____.

2. That, I appeared and passed the *<NAME OF THE PROGRAMME>* Degree in *<NAME OF BRANCH>* from Indian Institute of Technology Mandi in the year *<GRADUATING YEAR>*.

3. That, the original *<NAME OF THE PROGRAMME>* Degree Certificate conferred upon me by Indian Institute of Technology Mandi 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, I have filed an F.I.R. with the _____ Police Station vide No. ____ _____ & *<Date>*. A copy of the same is appended hereto.

5. That, in the unlikely event of the original degree certificate ever getting found, will not be misused.

6. I also undertake that if my original Degree Certificate which has been lost, if put to any unfair use by the person who may lay hands on it, I shall stand for the damages which may accrue from such use.

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

Transcript/Additional Transcipt/ Duplicate Grade Card/Bonafide Certificate, etc.

One complimentary copy of Transcript will be issued to the graduating students.

In case a student/alumnus requires Transcript (before graduation) / Additional Transcript / Duplicate Grade Card / Bonafide Student certificate, s/he is required to fill the prescribed application form and submit/send it to 'The Assistant Registrar (Academics)' with the proof of payment of the requisite charges.

Duplicate Identity Card

Duplicate Identity Card will be issued to a student on request to Dean (Student Affairs) with the following enclosures:
1. Provides proof to substantiate loss or theft of the Identity Card supported by an authenticated copy of FIR (First Information Report)/Complaint lodged with the nearest Police Station of the area where she/he lost the Identity Card.
2. Provides proof of payment.

Note: *A stamp bearing "Duplicate" will be put on the documents issued in duplicate/additional.*

All the documents (in original) may be sent/submitted To:
The Assistant Registrar (Academics)
Indian Institute of Technology Mandi,
Dean's Secretariat, A-3 Building,
Kamand Campus,
Dist. Mandi – 175005 (Himachal Pradesh)
Phone:01905-300063
E-mail: deanoffice@iitmandi.ac.in, aracad@iitmandi.ac.in

Payment of Charges:

Payment of only up to Rs.100/- will be accepted in 'Cash' in Dean's Secretariat (while submitting the application/form).

Other payments in total, may be made through Demand Draft drawn in favor of "THE REGISTRAR, IIT MANDI" payable at "MANDI"

OR

The amount, in total, may be paid through Net Banking by transferring/depositing the total amount in our bank account as detailed below:

A/c Name	:	IIT Mandi
Account No.	:	31310230679
IFSC Code	:	SBIN0013711
Bank	:	State Bank of India
Branch	:	IIT Mandi Branch

The applicant should mention the UTR/Bank Transaction ID in his/her application.

PROCESSING:

Upon receiving the application with the proof of payment and other relevant papers, a request will be sent to Accounts section (of IIT Mandi) for confirmation on the credit of the requisite charges in the Institute's account. The application will be processed further on receipt of the confirmation.