



# MOTHER TERESA WOMEN'S UNIVERSITY

## KODAIKANAL. 624 102

### **Procedure for Obtaining Duplicate Certificate**

Students who have lost their original Marks Statement / Degree Certificate may apply for Duplicate on submission of the following documents in original to the Controller of Examinations, Mother Teresa Women's University, Kodaikanal.

1. Affidavit cum Indemnity Bond
2. Paper Advertisement
3. Copy of the FIR
4. Only SBI Demand draft for the amount of
  - Rs. 1500/- Statement of Marks (for each Semester/Year)
  - Rs.1500/- Consolidated Statement of Marks
  - Rs. 2000/- Degree Certificateto be drawn in favour of the Registrar, Mother Teresa Women's University, Payable at Kodaikanal.