



Rural Institute of Technical and Management Education

www.ruralinstitute.in

To,

The Controller Of Examination, Rural Institute of Technical and Management Education, Hyderabad(Telangana).

Sub : Issue of DUPLICATE CERTIFICATE

1. Applicant's Address

Name	:	_____
Father's Name	:	_____
Mother's Name	:	_____
Address	:	_____

Pincode	:	_____

2. Study Center's Address

Center Code	:	_____
Name	:	_____
Address	:	_____

City	:	_____
State	:	_____
Pincode	:	_____

3. Tel No.

(With STD Code: _____)

4. Email :

5. Name of the Examination :

Diploma

B.Tech

M.Tech

6. Stream :

7. Year of Passing :

8. Roll Number :

9. Enrollment No. :

10. Request for the issue :-

Duplicate Certificate

11. Academic Details (Enclose Xerox and attested copies of the Marks card of all semesters) :

Course	Stream	Semester	Month & year of Passing	Semester Total	Semester Grade

12. Reason (Indicate briefly the reason or obtaining above certificate) :

13. Details of fees paid :

DD/Challan No.	DD Date	DD Amount(Rs.)	Bank Name	(DD should be payable at Udaipur)

14. Declaration By the Applicant :

- I certify that I have read and understood all the provisions indicated in the prospectus and the Circulars published in the website www.ruralinstitute.in from time to time.
- I certify that after being fully satisfied with this course I had decided to get enrolled out of my own free will and desire.
- I further certify that same had been without any inducement and misrepresentation either from the said Institute or any other person concerned.
- I shall abide by this undertaking and shall not hold anybody responsible for the same in any manner after the completion of the course.
- I hereby certify that all the particulars stated in this application are true to the best of my knowledge & belief. In the event of suppression or distortion of any fact made in my application only I will be held responsible.
- I understand that FEES once paid will NOT be refunded.

Paste one recent passport size Photograph preferably Black & White duly signed by the Co-ordinator at the Study Centre

Specimen Signature of the Candidate

UNDERTAKING FORM (BY THE STUDENT)

To,
The Director
Rural Institute of Technical and Management Education,
Hyderabad, Telangana - 508116

Sir/Madam,

Every candidate is required to affix his/her photograph. The photograph must be signed by himself as well as Gazetted Officer/ Head of the Study Centre

This is to declare that, I _____ Son/ Daughter of _____ have taken admission in _____ Course in semester in _____ Stream under Directorate of Virtual Education. Rural Institute of Technical and Management Education. And I assure that all the documents enclosed related to my qualification regarding the admission are genuine and authentic.

In the event of suppression or distortion of any fact like educational qualification, documents related to nationality and study period etc. made in my application form, I understand that my admission is liable to be cancelled.

I am eligible for the examination as per the rules and regulations of the Institute. I shall be responsible for the consequences if the information filled by me is found incorrect. If I am found ineligible for admission to a class, at any stage my application will be rejected even if my result has been finally declared and consequently such result also would be void.

I have gone through the rules, regulations and Educational programmes offered by the said Institute (**Rural Institute of Technical and Management Education**) and on being fully satisfied, I have applied for admission on my own. Hence I am aware that the programmes offered by the said university are approved by the Distance Education Council, New Delhi. However if I am unable to get advantage out of said programmes after its completion, in securing job, job promotion and/ or for further advance studies on any account and for any other reason, the said University will not be held responsible in any manner and I also undertake not to claim any damages for the same.

Place : _____

Signature of the Candidate

Date : _____

Enrolment No. _____

Undertaking by the Study Centers

This is to certify that Mr./Ms./Mrs. _____ Son / Daughter /Wife _____ is a student registered from our Study Center. The photo pasted on this form depicts his/her current appearance correctly. I have personally checked all the documents enclosed herewith. I attest that all the entries are correct. I, as well as the candidate, Know that if his/her result is finally not declared due to ineligibility, I and the students shall bear full responsibility for rejection and not the Institute.

Center Code :

Seal & Signature of the Center Incharge

Document to be enclosed:

The applicant is required to enclose the attested photocopy of the following supporting documents:

1. Birth Certificate / Any Certificate showing date of birth.
2. Basic Qualification Certificates (Xth onwards)
3. Passing / Provisional Certificates.

Note:

- (I) All documents in support of qualification must be duly attested by Notary only.
- (II) All attested photocopies have to be verified by the Director / Co coordinator, Study Centre at the time of filling

For Office Use

Eligibility verified and found correct

YES / NO

Fees Received

Certificates verified

Despatched on
References _____**Signature of Controller of Examination**

Date :

INSTRUCTIONS**Following documents must be forwarded along with the application :**

- Certified true copy of 10th or equivalent in case of Diploma students and 10+2 or equivalent in case of B.Tech students and Degree pass certificate of M.Tech students. (Duly Notarized)
 - Copy of Final pass certificate obtained from the University.(Duly Notarized)
 - Xerox copy of the Marks Sheet of all semesters. (Duly Notarized)
 - Original** School Living Certificate in case of Diploma Student & **Original** Migration from Old University in case of Degree Student.
- Note : Along with all relevant documents & DD the application form should be submitted to the study center only.**

FEES

S. No.	Description	New Fees
1.	Provisional Certificate	Rs. 300/-
2.	Correction of Provisional Certificate	Rs. 300/-
3.	Duplicate Provisional	Rs. 300/-
4.	Migration Certificate	Rs. 300/-
5.	Correction of Migration Certificate	Rs. 300/-
6.	Duplicate Migration Certificate	Rs. 500/-
7.	Consolidated Marksheet	Rs. 500/-
8.	Correction of Consolidated Marksheet	Rs. 500/-
9.	Duplicate of Consolidated Marksheet	Rs. 500/-
10.	Certificate/Diploma/Degree (Original)	Rs. 500/-
11.	Duplicate Certificate/Diploma/Degree	Rs. 700/-

**FORMAT OF THE AFFIDAVIT (Incase of Lost of Certificate)
(on Rs. 15/- Judicial Stamp Paper)**

(Name of the Student) _____ deponent

I, _____, son/ daughter/wife of _____
aged _____ residing at _____

solemnly affirm and state as follows :

- I say that I have lost the originals of the following certificates issued by the Rural Institute of Technical and Management I hereby attach the copy of FIR lodged with the police/ (other forms of complaints lodged if any) **Reg**

No.(Enrollment No.)**Particulars of the certificates lost****FIR No.****Particulars of the FIR Report**

- I say that in spite of diligent search I am unable to trace the originals of the aforesaid certificates and hence they are taken as lost. If traced, I will produce them before the University.
- I say that I have not misused the same and I shall not misuse the same if recovered.
- I say that for the purpose of _____
I need the certified duplicates of the said certificates.
- It is therefore necessary that on the strength of this affidavit certified duplicates are issued to me by the Institute.
- All this is true.

Signature of the DEPONENT

Solemnly affirmed and signed before me on this day of _____

Dt _____

NOTARY PUBLIC