



THIAGARAJAR POLYTECHNIC COLLEGE, SALEM

[Govt. Aided | Autonomous] NBA Accredited from 2018 – 19 to 2023-24 for Civil, Mech, EEE, Prodn & Textile]

Examination Cell

Procedure for getting Duplicate Mark Sheet / Consolidated Mark sheet

- The candidate has to submit a request letter for issuance of duplicate mark sheet and/ or consolidated mark sheet to the Principal along with the copy of Complaint (FIR) with Police Department and non-traceable Certificate in Original and also Aadhar card or Driving licence should be enclosed.
- The candidate has to pay Rs.375/- per duplicate mark sheet and Rs.750/- for duplicate Consolidated Mark Sheet by cash in college office or by demand draft in favour of “The Principal, Thiagarajar Polytechnic College”, payable at Salem. Cheque will not be accepted.
- The candidate has to submit the following to the Controller of Examinations.
 1. Request letter
 2. Copy of Complaint with the Police department (FIR)
 3. Non traceability certificate issued by the Police Station situated in the area where the certificates was lost / missing
 4. Photocopy of Aadhar Card or Driving Licence
 5. Fee receipt / DD
 6. Photocopy of mark sheet (if available)

If Mark sheets are damaged

- One has to apply to the Principal for the issue of new mark sheet and must surrender the damaged mark sheet and pay the fee of Rs.375/- per semester mark sheet/ Rs. 750/- for Consolidated mark sheet.
- Duplicate / New mark sheets will be issued in about 10 days.

Procedure for Obtaining Genuineness of Certificates

- Organisation where the candidate is working/Verifying agencies can apply for genuineness verification for certificates by submitting the Photocopies of the Diploma certificate/Provisional certificate / Marksheets to The Principal, Thiagarajar Polytechnic College, Salem-636005.
- The fee for verifying the certificates is Rs.750/-. The fee can be paid in the form of Demand Draft drawn in favour of “The Principal, Thiagarajar Polytechnic College” payable at Salem. Cheques will not be accepted.

Procedure for obtaining Transcripts

- The candidate or his/her parents or an authorised person by the candidate must come in person along with the original and required number of sets of Photocopies of mark sheets and one extra set for the office of Examination Cell.
- The fee for issuing transcript is Rs.750/- per set (Consolidate mark sheet and semester mark sheets). The Transcripts after attestation by the Controller of Examinations will be placed in sealed covers and handed over in person to the candidate or his/her parents or an authorised person by the candidate
- The total fee can be paid by cash in the Account Section of the College or in the form of demand draft drawn in favour of “The Principal, Thiagarajar Polytechnic College” payable at Salem. Cheque will not be accepted.
- The attestation will be done only for the mark sheets issued by Thiagarajar Polytechnic College, Salem. Other certificates will not be attested.

Procedure for obtaining Medium of Instruction / Bonafide Certificates

- The candidate has to submit a request letter along with his diploma certificate / marksheet for issuance of medium of instruction / bonafide certificate and he has to pay Rs.250/- by cash in the college office