

# Indian Institute of Technology Bombay

Powai , Mumbai - 76

## Procedure for Issue of Duplicate Degree Certificate

The duplicate Degree certificate is issued only if the original Degree certificate is lost or stolen.

### **A. PROCEDURE**

The following procedure is to be adopted by the candidate for getting a duplicate Degree issued from IIT Bombay:

1. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
2. Publication in the newspaper(in original) about the loss of the Degree Certificate.
3. Provide an affidavit prepared by a Notary on a non-judicial stamp paper. (The matter to be printed on the affidavit is detailed below)
4. Write an application addressed to "Deputy Registrar (Academic), Academic Section, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai - 400076." mentioning the loss of your degree and reference of above documents.
5. Attach a photocopy of the original Degree conferred on you by IIT Bombay (if available).

### **B. CHARGES**

6. Fees for Duplicate Degree Certificate along with Demand Draft for Rs.2500/- in favour of the "Registrar, IIT Bombay" payable at SBI Powai Branch, (for Indian Students)
7. Students making request for Duplicate Degree by post should pay additional postage of Rs. 400/- within India and Rs. 2200/- for posting abroad.

### **C. PROCESSING**

8. Attach all the above documents in Original along with your application and send it at the following address:

Deputy Registrar (Academic),  
Academic Section,  
Nandan Nilekani Main Building,  
IIT Bombay, Powai,  
Mumbai - 400076.  
Maharashtra, INDIA.

Kindly note that it takes approximately 30 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree.(this excludes postal time)

## Proforma for Affidavit

(To be printed on a affidavit on court stamp of Rs.100/-, signed by Notary as per the format given below)

### AFFIDAVIT

I \_\_\_\_\_ an adult. An ex-student of Indian Institute of Technology, Bombay. Residing at do have by state on solemn affirmation as under:-

1. That I was a student of Indian Institute of Technology, Bombay from the year \_\_\_\_\_ to year \_\_\_\_\_.
2. That I Completed \_\_\_\_\_ Programme in \_\_\_\_\_ during the year.
3. That I was awarded the degree of \_\_\_\_\_ at the \_\_\_\_\_ Annual Convocation held on \_\_\_\_\_.

That the degree awarded to me has been lost or misplaced by me and after making sufficient efforts I have not been able to trace the same.

That in case I trace the lost/misplaced original degree certificate I agree to return the duplicate degree certificate to the IIT Bombay for cancellation.

That whatever has been stated above is true to the best of my knowledge and belief.

Solemnly affirmed  
at on this

Identified & explained by me.

Deponent

Before me