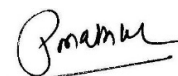# INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)
DHANBAD – 826004 (JHARKHAND), INDIA
PROCEDURE FOR ISSUE OF DUPLICATE GRADE CARD/ DEGREE CERTIFICATE

1. In order to get duplicate grade card/ degree certificate from IIT (ISM), Dhanbad, the students are required to submit an application addressed to Joint Registrar (Examination & Academic), Indian Institute of Technology (Indian School of Mines), Dhanbad along with following documents:

    a. In case of lost certificate, a Copy of FIR lodged in the police station of the area where the student lost the certificate.

    b. In case of accidentally damaged certificate beyond recognition, the student should submit an affidavit sworn in a court of law declaring that he/she has accidentally (cause should be mentioned) damaged the original certificate beyond recognition.

    c. In case of accidentally damaged certificate, which is still recognizable, but cannot be used as a certificate any more, student shall be required to submit damaged certificate to the Institute.

    d. The charges for issue of Duplicate Grade Card is Rs. 1000/- (within 5 years of passing) and Rs. 2000/- (after 5 years of passing). The charges for issue of Duplicate Degree Certificate is Rs. 3000/- + postal charges (Rs. 100/- for delivery in India and for delivery abroad applicable postal charge). The fees should be paid through online mode (SBI- Collect) only. Link of online payment is available on the institute website (www.iitism.ac.in). The process for payment is as under:

        - Visit institute website www.iitism.ac.in
        - Select: Online Payment Link under Quick Link
          https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=272342
        - Tick: Accept Terms and conditions
        - Click Proceed
        - Select payment category : OTHER ACADEMIC FEES/FINE
        - Fill up complete details and appropriate amount
        - Pay and print payment receipt.

    e. Duplicate grade card/ degree certificate will be delivered to the candidate concerned only else the same will be sent through Registered/ Speed Post. The role of the institute in sending the documents is limited to booking at the post office. The Institute will not be responsible for the safe passage and delivery of the documents to the addressee.

    f. The application along with all required documents should be submitted at the Counter of Examination Section of the Institute.

2. Students are advised to submit a photocopy of the grade card/ degree certificate if available. The duplicate grade card/ degree certificate will normally be issued within 21 working days of receipt of application along with all documents. However, due to semester examinations or other administrative reasons it may take more time.

3. In case of any difficulty in getting Duplicate Grade Card/Degree Certificate, the students are advised to contact Joint Registrar (Examination & Academic).

(Dr. Pramod Mathur)
Joint Registrar (Examination & Academics)

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Website:httpf://www.iitism.ac.in