



BADDI UNIVERSITY OF EMERGING SCIENCES AND TECHNOLOGY, BADDI
(Examination Branch)

Guidelines to Apply for Duplicate Semester Grade Card(s)

1. Fill the application form. Application Form is attached in Appendix- A and also available at Examination Branch of the University.
 2. Student needs to come personally, or student can authorize someone to initiate the process on his/her behalf and inform the authorized person to bring the Authority Letter (Appendix-B) and his/her self-attested photo ID proof. (Govt. Issued Driving License/Passport/PAN Card and Aadhaar Card)
 3. If the Semester Grade Card(s) is lost/misplaced/damaged then **Affidavit and copy of police complaint** is required. It is compulsory to submit An affidavit (in original) in the format given in Appendix-C.
 4. Attach the self-attested photo ID proof of student with application form.
 5. An applicant can send the soft copy (PDF) of all required documents in advance on
 6. Email to faster the office process at coe@baddiuniv.ac.in
 7. Fees for Duplicate Semester Grade Card is **Rs. 500 per Document**.
 8. Postal Charges are:
 - Rs.1500 for each envelope outside India
 - Rs. 200 for each envelope with in India.
 - Rs. 100 for each envelope with in Himachal
 9. Mode of Payment:
 - **Cash**
 - **Payment through NEFT:**
- Name of the Beneficiary: **Baddi University of Emerging Sciences and Technology**
Bank Account Number: **4131000100369439**
Bank Name: **Punjab National Bank**
IFSCCode: **PUNB0413100**
10. The process of application will be initiated only after the confirmation of payment of the fees from accounts.
 11. The process of application will be declined if the Documents furnished are incomplete.
 12. Issuance Period - **Minimum 03 working days for Grade Card**

For any query and clarification, please contact to the office of Examinations Section of University

Contact Details: Email: coe@baddiuniv.ac.in

Tele No: +917807771336

Correspondence address:

Controller of Examination (Examination Branch)
Baddi University of Emerging Sciences and Technology
Makhnumajra, Baddi, Distt. Solan, H.P.-173205, India



Ref. No _____

Appendix - A

BADDI UNIVERSITY OF EMERGING SCIENCES AND TECHNOLOGY, BADDI
Application Form for Duplicate Grade Card(s)

To
Controller of Examination,
Baddi University of Emerging Sciences and Technology.

Sir,

I have lost my Semester Grade Card(s) of Semester _____ of _____ programme and I request you to give me Duplicate Semester Grade Card(s). The details of which are as under:

1. Full Name : _____
2. BUPIN No. : _____
3. Details of lost Semester Grade Card(s):

| | | | | | | | | |
|-------------|--|--|--|--|--|--|--|--|
| Semester(S) | | | | | | | | |
|-------------|--|--|--|--|--|--|--|--|

4. Address for Correspondence: _____ Pin: _____ Contact No. : (R) _____
(M) _____ Email: _____
5. Police Complaint Number: _____
6. Payment Details:

For Offline Payment:

Fees paid Rs. _____ vide receipt no. _____ dated _____

For Online Payment:

Fee paid Rs. _____ Transaction Number _____ Name of the Bank _____ Payment Date _____ Account number _____

Encl.: Fees Payment Receipt in original.

Student's Declaration

Sir,

I, (Mr./Ms.) _____ solemnly declare that I have lost my Grade Card(s) of _____ Programme and semester(s) mentioned above. Kindly give me the duplicate(s) of the same. I commit that (i) If I find the original Grade Card(s) subsequently, I shall surrender the Duplicate(s), (ii) I will not misuse this/these Grade Card(s) under any circumstances and if it is found so, then I would be responsible personally for the punishment to be imposed upon me by the BUEST.

Date:

Student's Name & Signature

(For office Use)

Letter of Authority

I, _____ (Name of Student), BUPIN No. _____ Programm _____ presently residing at _____ (full address) hereby authorize Mr./Ms. _____ Age _____ residing at _____ (full address), Telephone No. (M) _____ e-mail id _____ to act on my behalf in the matter related to Pay the fees/Received duplicate documents/to collect original documents (Grade Cards/Transcript/Degree Certificate) or Verified sealed envelope(s) from Examination Branch Office of Baddi University and it will be considered by the University as acknowledged by me.

I attach my Identity proof in support of verification of my signature and authorized person will also submit his/her Photo-ID proof.

Signature of Student with Date

Signature of Authorized Person with Date

(For Office Use)

Acknowledgement

I have received following documents from Baddi University of Emerging Sciences and Technology for _____ on his/her behalf and I acknowledge for the same.

1. _____
 2. _____
 3. _____
 4. _____
- _____

Signature of Authorized Person with Date

Affidavit (Specimen)

An applicant (Student) will have to submit an Affidavit on applicable Stamp Paper Duly Notarized.

I, _____ (Student Name as per Enrollment), BUPIN No. _____, Programme _____ offered by Baddi University of Emerging Sciences and Technology, presently residing at

_____ (Full Address) hereby declared that I was provided all original Grade Card(S) by the Baddi University of Emerging Sciences and Technology from time to time out of which Semester Cards(s) of semester _____, _____, _____, _____, _____ are lost/Got Destroyed/ Damaged/Not Traceable/Not available with me hence I have applied for Duplicate Grade Card(s) as per prescribed procedure of the university. Further, I also declare that if I found/ receive the Original Semester Grade Card(s) in future then I will return them to Baddi University of Emerging Sciences and Technology. I am making this affidavit on the _____ day of _____ month and Year _____ to submit it to the Baddi University of Emerging Sciences and Technology

Note:

1. Photo Identity Proof duly attested should be attached with the Affidavit.