

PROCEDURE FOR OBTAINING OFFICIAL DOCUMENTS FROM THE INSTITUTE IS AS FOLLOWS:

Alumni of IHMR-Bangalore, who need official documents like Duplicate Transcript / Certificate / Marksheet /s / etc. in the event of loss of original for the purpose of seeking admission/job/etc. in other institutions, are required to furnish the following;

1. Application duly signed by you for issue of official documents.
Applications should be in the prescribed format (given below) only.
2. Write an application (in prescribed format given below) addressed to **The Controller of Examinations, IHMR, Bangalore** for issuing duplicate documents mentioning the loss of his/her originals.
3. Enclose photocopy copy of the original marksheet / certificate / transcript issued to her / him by IHMR, Bangalore (if available).
Do not stamp or mention anything on Photocopy copy of Certificate / Transcript/ Marksheet.

If you furnish a copy of documents of institution or correct enrollment number, month & year of appearance and course details, the duplicate will speed up the process.

4. FIR in original for loss / stolen of original convocation certificate . OR Affidavit in original should be in the prescribed format (given below) only.

Note:

1. Processing:- The duplicate marksheet / certificate / transcript will be prepared same as original one except the inscription of 'DUPLICATE' on top of the duplicate marksheet / certificate / transcript.
2. The duplicate copies are issued normally with in twenty days of receipt of your request complete in all respects.
3. Kindly note that we will take your name as per our records only.
4. Incomplete documents will not be accepted.
5. The fee paid will not be refunded under any circumstances.
6. No action will be taken unless the prescribed fee is received by the Institution.
7. Certificate / Marksheet /Transcript / Letter will be issued either personally to the candidate or through mail or the same will be sent by Courier / Registered post to the address mentioned in the application.

FEE FOR THE OFFICIAL DOCUMENTS (Additional Set):

Sl No.	Requirement	Fee payable
1.	Transcript	Rs.500/-
2.	Convocation Certificate	Rs.500/-
3.	Marksheet/s	Rs.500/-

- **NO CHARGES FOR EDUCATION / STUDENT VERIFICATION.**

Actual courier / postages charges are applicable for those who opt for it.

All fees should be directly deposited in Institution Bank Account (mentioned at website) and send a copy of fee paid with the application.

Payments made in the designated Bank Account of the Institution shall only be treated as valid payments and no person shall be authorized to receive any payment in any other mode i.e. Cash, Cheque or Bank Draft.

The application and requisite of fees/documents may please be sent to:

academics.bangalore@iihmr.org

Or

The Controller of Examinations,
Institute Of Health Management Research, Bangalore
Syno. 319, Hulimangala, Electronic City-First Phase,
Bangalore – 560105, Karnataka

Application for issue of a Duplicate Mark Sheet/Transcript/Certificate

To
The Controller of Examinations,
Institute Of Health Management Research, Bangalore
Syno. 319, Hulimangala, Electronic City-First Phase,
Bangalore – 560105, Karnataka

Date:

Sub: Issue of Duplicate Mark Sheet / Certificate /Transcript.

Dear Sir/Madam,

Kindly issue duplicate mark sheet as per details given below:

Student enrollment no : _____

Name of candidate: _____

Contact no: _____

E-mail : _____

Address to which the duplicate mark sheet is to be sent:

Name: _____

Lane no.: _____ , Cross/ Road/ Post: _____

Vill/Area: _____ Dist./ City: _____

State: _____ Pin code: _____

Details of the duplicate mark sheet/s sought:

Course Name: _____

Terms (I/II/III/IV)	Passing Year	Marks Obtained	Total Marks

Detail of Fees paid

Name of Bank:

Date:

Branch Name:

Signature of candidate

Encl. 1. Photocopy copies of originals

2. Copy of Payment

**MATTER TO BE PRINTED ON AFFIDAVIT IF FIR IS NOT
ENCLOSED**

(To be printed on a non-judicial stamp paper of Rs.10/-)

AFFIDAVIT

I, <NAME OF THE STUDENT > son of Shri < NAME OF THE FATHER / MOTHER >, resident of < PRESENT RESIDENTIAL ADDRESS>, hereby solemnly declare and affirm as under:-

1. That, I am / was a student of INSTITUTE OF HEALTH MANAGEMENT RESEARCH, BANGALORE from <MONTH & YEAR> till <MONTH & YEAR>.
2. That, I appeared and passed / failed the <NAME OF THE PROGRAMME> Degree in <NAME OF BRANCH> and <SEMESTER> from Institute Of Health Management Research, Bangalore in the year < YEAR>.
3. That, the original <NAME OF THE PROGRAMME> Mark Sheet / Certificate / Transcript issued to me by the Institute Of Health Management Research, Bangalore has been lost to the best of my knowledge and belief. There is no immediate likelihood of the said original document being traced out.
4. That, in the unlikely event of the original Mark Sheet / Certificate / Transcript ever getting found, will not be misused.

Deponent

Verification

Verified that the contents of this affidavit are true and correct to the best my knowledge and belief and nothing has been concealed therein.

Date: <DATE OF WRITING AFFEDEVIT>

Place: <CURRENT CITY OF YOUR STAY>

Deponent

Procedure for Education / Student Verification or for Equivalence Letter:

Person/institution who wish to verify Photocopies (Photocopy) of Certificate/ Transcript/ Marksheet or for Equivalence letter, needs to do a request through mail or post addressed to **Dean – Academic and Student Affairs, IHMR, Bangalore** mentioning the purpose.

Email: academics.bangalore@ihmr.org

Or

Address: INSTITUTE OF HEALTH MANAGEMENT RESEARCH, BANGALORE
Syno. 319, Hulimangala, Electronic City-First Phase, Bangalore – 560105, Karnataka
Tel: 91-80-30533800

Following documents needs to be attached with the application:

1. Visible Photocopy copy of Certificate / Transcript/ Marksheet.
2. Demand letter in case the verified marksheet/s is to be sent to the demanding Institution (in case marksheet/s to be sent to any institution, sealed envelope containing verified marksheet will be sent directly to the demanding institution. In any case such envelop will not be given to anyone).
3. One extra Photocopy copy for office record.

Note:

1. Do not stamp or mention anything on Photocopy copy of Certificate / Transcript/ Marksheet.
2. After successful verification, the Institution will issue Bonafide / Equivalence letter to the requested within two working days.