



**ST. TERESA'S COLLEGE (AUTONOMOUS), ERNAKULAM**  
**Affiliated to Mahatma Gandhi University, Kottayam**

**Application for getting academic documents/certificates lost/damaged in the flood/landslide occurred in July/August 2018**

Personal Details

Name of the applicant :

Aadhar Number :

Gender :

Date of Birth :

Mobile Number :

Email ID :

Name of the Parent/Guardian :

Relationship with the applicant :

Academic Details

Details of certificate lost  
(Please note that Separate Application  
Is required for each course of study)  
(Please Tick )

1. Marklist/Grade Card  
2. Transfer Certificate  
3. Conduct Certificate  
4. Other Certificate please mention

Other Certificate :

Register Number/PRN

Name of the Program/Course :  
Main/Core/Optional Subject :  
(Economics/Physics etc)

Additional Language/Common Course II  
(for UG only - Hindi/Malayalam etc) :

Subsidiary/Complementary Subjects(for UG only) :

Month & year of pass :  
Marks/Grade obtained :  
Period of study : From.....To.....  
Any other relevant details helpful :  
in preparing the lost certificate  
(Please attach the copy of  
Markcard/ list if available)  
Permanent Address :  
Address to which the Certificate is to be sent :  
Name of Taluk :  
Name of Village :  
Ward No. :  
House No :  
Date and Signature of Applicant

**CERTIFICATE / REMARKS OF THE VILLAGE OFFICER CONCERNED**

Place,  
Date.

Office Seal

Village Officer