

**ETHIRAJ COLLEGE FOR WOMEN
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

CERTIFICATE RULES*

A) ATTESTATION OF CERTIFICATES

1. Students/Alumnae may request (in person), the Controller of Examinations for attestation of photocopies of certificates issued by the college.
2. Attestation of photocopies will be undertaken **only on production of the original certificate** issued by the institution.
3. In cases where the alumna is not able to approach the institution in person she may apply to the college via email, attaching a scanned copy of the original document **notarised by a notary public**.
4. There is no fee for attestation of documents.

B) VERIFICATION OF CERTIFICATES

1. Verification of the certificates issued by the college will be undertaken for employment or higher education purposes.
2. Verification will be carried out **on request** from the higher education institution/prospective employer/third party verification agency, addressed to the Controller of Examinations, Ethiraj College for Women
3. Verification of the certificates/scanned copies will be undertaken only on receipt of the payment of the prescribed fees.
4. Fees have to be remitted through the means of a **Demand Draft** drawn in the name of the Principal Ethiraj College for Women, payable at Chennai.
5. Alumnae who studied in the Non-Autonomous pattern must approach the respective college office (Aided or Self-Supporting) for verification purposes.

C) MEDIUM OF INSTRUCTION CERTIFICATE

1. Alumnae can apply (in person), for medium of instruction certificates for higher education or employment purposes.
2. A letter of application must be addressed to the Controller of Examinations, through the Head of the Department, for the issuance of such a certificate.
3. Requests for Medium of Instruction must be accompanied by a copy of the Transfer Certificate issued by the college
4. Medium of Instruction certificates can be obtained on payment of the prescribed fees.

D) DUPLICATE CERTIFICATES

1. Students/Alumnae of the college can apply in person for duplicate certificates on payment of the prescribed fees and if they fulfill the following conditions:-
 - a. A letter of application must be addressed to the Principal of the college, through the Head of the Department, stating valid reasons for requesting a duplicate certificate

- b. The letter must be accompanied by a Lost Document Report (FIR) filed in a police station.
2. Duplicate Certificates will be issued for damaged certificates only on submission of the original damaged certificate.
3. All Duplicate certificates will be marked as DUPLICATE.

E) PERCENTAGE CALCULATION

1. The college does not have any conversion formula or provide percentage of marks obtained for any programme of study. No certificates are issued for the same.

*The above-mentioned certificates relating to academic matters will be issued only by the competent authority-namely the Principal or the Controller of Examinations.

Kindly Note:

1. For enquiries regarding **other certificates** such as Transfer Certificate, Bona Fide Certificate, or Degree Certificate please contact the respective college office-Aided or Self-Supporting

For any clarifications regarding the rules given above please reach us at **044-28240592** on working days between 10.00 am and 04.00 pm or drop us an email at coeethiraj@gmail.com