



## **Duplicate Grade Sheet**

### **A. For Semesters I–VII Gradesheets**

Procedure:

1. Email to [exam@vit.edu](mailto:exam@vit.edu). Mention GR No., Name ,branch, admission year, and other required details. Attach:
  - a. Soft copies of all available marksheets.
  - b. Any other documents from the exam section (e.g., consolidated marksheet, Passing Certificate, SPPU Degree Certificate).
2. Prepare an undertaking on plain paper:
  - a. If lost after collection: state that you will not use the old copy if found and will only use the new one issued.
  - b. If not collected yet: state that you will not use VIERP soft copies and will only use the official issued copies.
3. Pay ₹1000 per semester and attach payment receipt. Fees must be paid to the Accounts Section; attach the payment receipt in your email. Contact accounts section by writing mail to [accounts@vit.edu](mailto:accounts@vit.edu).
4. Submit a hard copy of the undertaking at the exam section window and collect the duplicate marksheet.

**(Exam section window- venue-**

Building – 1, Ground floor, near lift, VIT Pune, Bibwewadi campus,

**Timings** -Monday to Friday -11:00 AM – 1:00 PM & 3:00 PM – 5:00 PM)

---

### **B. For Semester VIII, Passing Certificate, or Consolidated Laminated Gradesheet**

Procedure:

1. Email [exam@vit.edu](mailto:exam@vit.edu). Mention GR No., Name ,branch, admission year, and other required details.
  - a. Soft copies of all available marksheets.
  - b. Other relevant documents (Degree Certificate, SPPU convocation form, etc.).



**Examination Section**

- 
2. Prepare Undertaking in softcopy Mentioning you lost original ,get undertaking checked by exam section, by sending it on mail/visiting institute exam section window.
  3. Notarized undertaking on stamp paper:
    - a. For Consolidated Laminated Gradesheet: declare not collected or lost and in future you will only use the new copy issued.
    - b. For Sem VIII Marksheet / Passing Certificate: declare not collected or lost and will only use the new copy issued.
  4. Attach FIR copy if document was lost.
  5. Pay applicable fees:
    - a. ₹1000 per semester (Sem VIII Marksheet)
    - b. ₹1000 (Passing Certificate)
    - c. ₹5000 (Consolidated Laminated Gradesheet)
  6. Attach payment receipts.
  7. Submit hard copies of original notarized undertaking and FIR at the exam section window to collect the documents.

**(Exam section window- venue-**

Building – 1, Ground floor, near lift, VIT Pune, Bibwewadi campus,

**Timings** -Monday to Friday -11:00 AM – 1:00 PM & 3:00 PM – 5:00 PM)

Authorized Collection:

If someone else is collecting:

- a. Provide their name and photo ID proof in the email.
- b. They must carry the original documents and their own ID proof.

---

Controller of Examinations  
Vishwakarma Institute of Technology, Pune.