

OFFICE OF ACADEMIC AFFAIRS

No. IISERBPR/DoAA/2026-27/2557

September 21, 2026

POLICY ON ISSUE OF DUPLICATE DEGREE CERTIFICATE

The duplicate Degree certificate is issued **ONLY** if the original Degree certificate is lost, stolen or got destroyed.

A. PROCEDURE

The following procedure is to be adopted by the alumnus for getting a duplicate Degree certificate from IISER Berhampur.

- I. Lodge an FIR (First Information Report) for the same to the nearest Police Station.
- II. Provide an affidavit on a non-judicial stamp paper. [The matter to be printed on the affidavit is detailed below). The affidavit must be sworn in before a first-class magistrate/Notary Public.
- III. Write an application addressed to "The Dean of Academic Affairs, IISER Berhampur" mentioning the loss of your degree and reference of above documents.
- IV. Attach a Xerox copy of the original Degree conferred on you by IISER Berhampur (if available).

B. CHARGES

The candidate has to pay an amount of Rs. 3,000/- (Rupees Three Thousand Only) towards the processing fee and Postal Charges through online sbi-collect via <https://www.onlinesbi.com> under the Category "Issuance of Duplicate Degree Certificate"

C. PROCESSING

Attach the above documents (S.No. A(1) - A(3)) in original and online fee payment receipt along with the application and send it at the following address:

The Dean of Academic Affairs
Indian Institute of Science Education and Research Berhampur
At/PO-Laudigam, Konisi, Dist-Ganjam,
Berhampur – 760003, Odisha, India
E-mail: doaa@iiserbpr.ac.in

Kindly note that it takes approximately 20 working days from the day of receiving the above documents to process an application for the issuance of a duplicate Degree certificate.


21/09/2026

(Dharmendra Kumar Sahoo)
Sr. Assistant Registrar (Academic Affairs)

Proforma for affidavit

(To be printed on a non-judicial stamp paper of Rs. 100/-)

AFFIDAVIT

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

1. That, I was a student of Indian Institute of Science Education and Research Berhampur from **<MONTH & YEAR>** till **<MONTH & YEAR>**.
2. That, I appeared and passed the **<NAME OF THE PROGRAMME>** Degree in **<NAME OF DEPARTMENT>** from Indian Institute of Science Education and Research BERHAMPUR in the year **<GRADUATING YEAR>**.
3. That, the original **<NAME OF THE PROGRAMME>** Degree Certificate conferred upon me by Indian Institute of Science Education and Research Berhampur has actually been lost and to the best of my knowledge and belief, there is no immediate likelihood of the said original certificate being traced out.
4. That, in the unlikely event of the original degree certificate ever getting found, will be returned to the Institute.

Deponent

Verification

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

Date: <DATE OF WRITING AFFIDAVIT>

Place: <CURRENT CITY OF YOUR STAY>

Deponent