

## Guidelines for Applying Duplicate Certificate

### SIGN IN:

Web link: <https://apps.veltech.edu.in/cliQUE/>



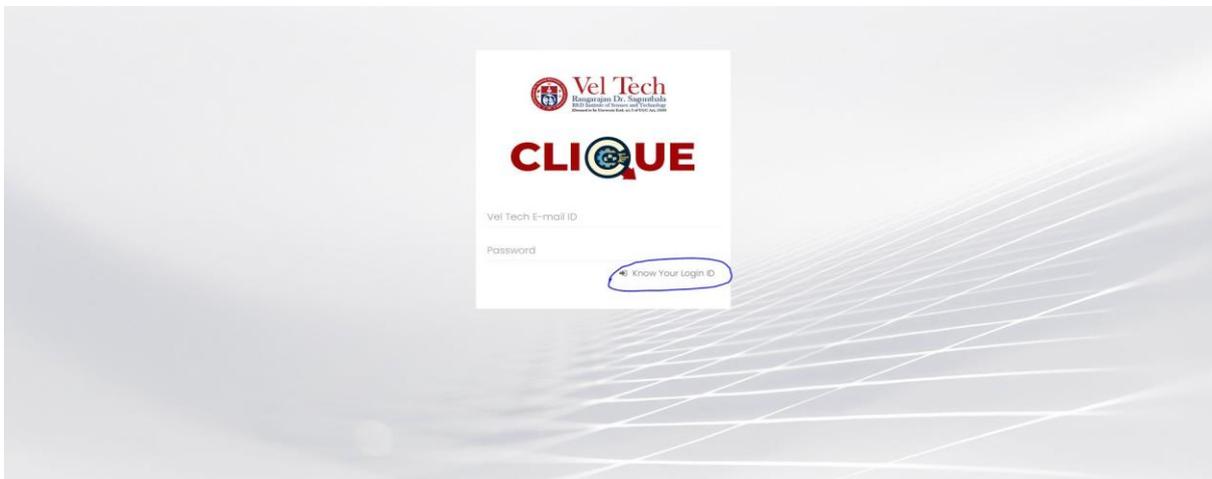
Step 2: Enter the Login Credentials

Login ID: Official Organisation E-mail ID

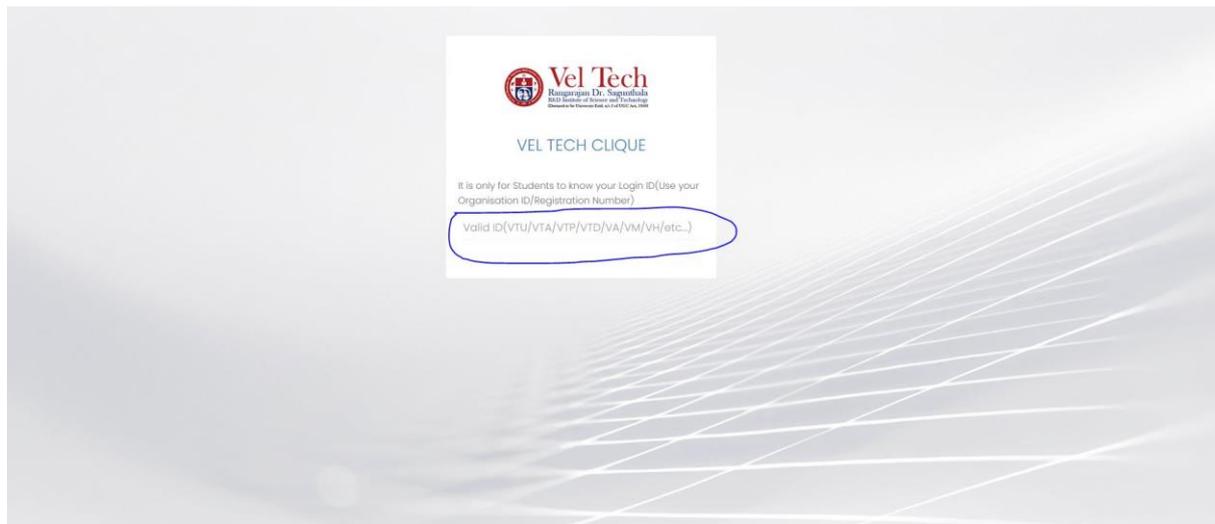
Password: Default Password is Registration Number



Step 3: If you forget the **Login ID**, then click Know Your ID



Step 4: Then type your student/staff **ID number**



After that it will display the **Login ID**.



**FORGET PASSWORD:**

Step-1:Type your Login ID; then it will show the forget password link.





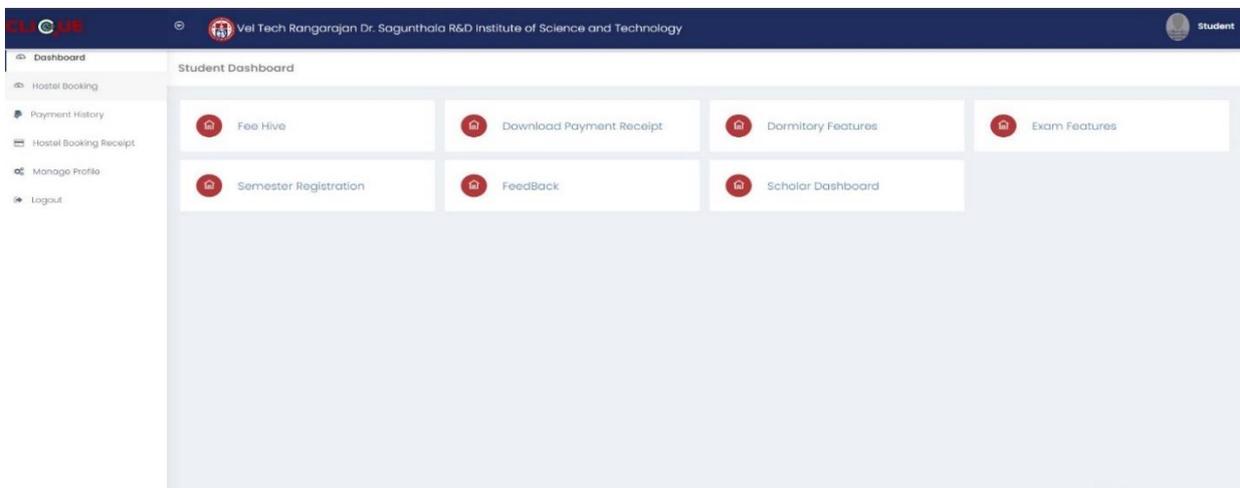
Step-2:Again Type your Login ID



After entering the login ID, click Send Password.

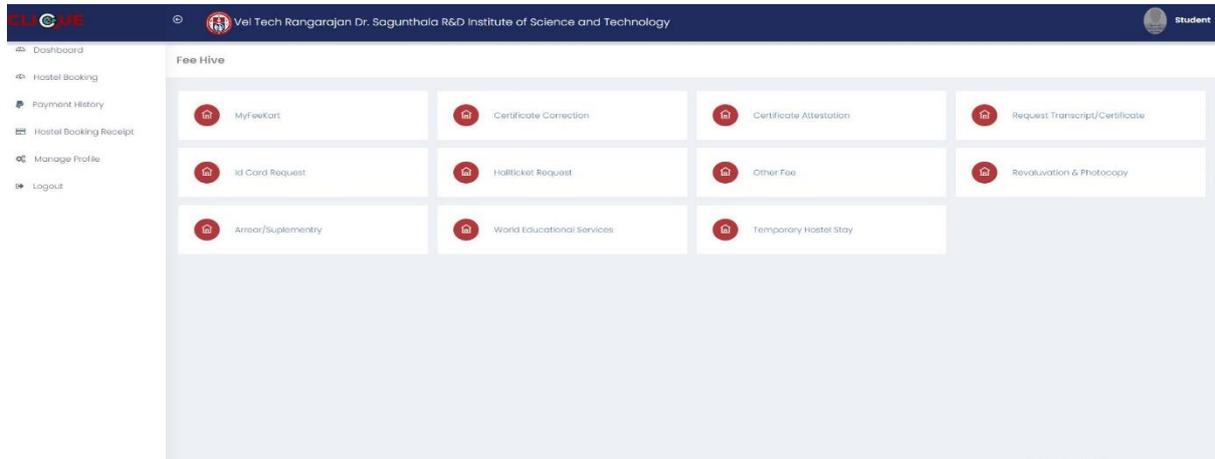
## Duplicate Certificate Request:

### Dashboard

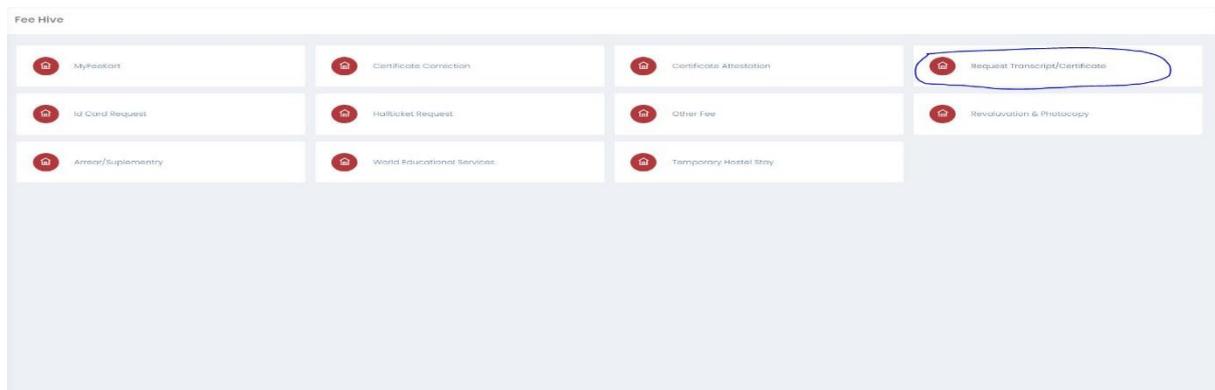


## Fee Hive:

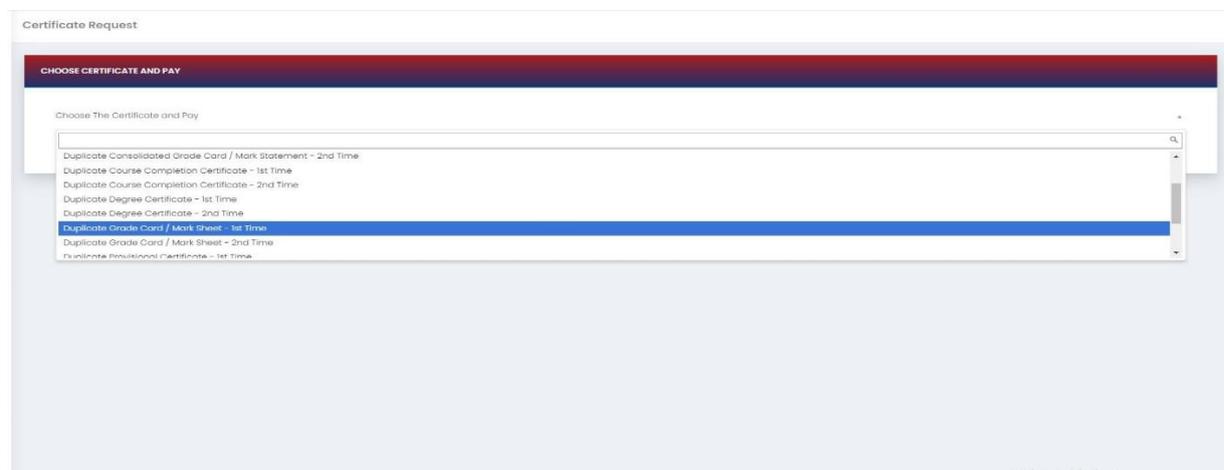
Click **FeeHive**, and it shows different types of fees.



If students need any **Duplicate Certificate**, then choose this option.



Step-2: Choose Appropriate Certificate for Duplicate



After choosing, it will show the form. Complete that form and click **Pay now**.

Certificate Request

CHOOSE CERTIFICATE AND PAY

Duplicate TC - 1st Time

**INSTRUCTIONS**

1. Duplicate certificate will be issued only when it is self certified that the certificate is lost or destroyed irrevocably  
2. Fees once paid will not be refunded nor adjusted for any other certificate under any reasons  
3. Duplicate Certificate is to be surrendered to the institution immediately if the Original Certificate is recovered  
4. Duplicate Certificate may be issued for a second time under extraordinary circumstances and not thereafter

5. The following documents should be enclosed along with the application:

- An affidavit drawn on Rs. 20/- stamp paper declaring the circumstances under which the original certificate was lost
- Self addressed envelope to which the document is to be sent.
- Photocopy of the Loss Statement / Certificate for which duplicate is required (if available)
- The proof of remittance of fee as per the instruction in serial number 3
- In case of Degree Certificate and Transfer Certificate, the reference proof of FIR filed with the Police has to be produced along with non traceability certificate.

6. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate

7. Download Affidavit

Select the Receiving Mode \* Address \* Pincode \* Contact Number \*

Describe How You Lost Your Certificate \*

Drag and drop a file here or click

upload the Transfer Certificate in Pdf format only (if Available)  
upload document should be less than 20k (Maximum for Attachment File Size is 200 kb)

upload the Affidavit Certificate in Pdf format only (if Available)  
upload document should be less than 30k (Maximum for Attachment File Size is 300 kb)

upload the FIR Proof Certificate in Pdf format only (if Available)  
upload document should be less than 30k (Maximum for Attachment File Size is 300 kb)

Payable Amount 1000

**pay now**

Activate Windows  
Go to Settings to activate Windows

After completing the payment, you can download the Receipt.

## Dashboard

Dashboard

Hostel Booking

Payment History

Hostel Booking Receipt

Manage Profile

Logout

Student Dashboard

Fee Hive

Download Payment Receipt

Dormitory Features

Exam Features

Semester Registration

FeedBack

Scholar Dashboard

Click download button

Dashboard

Hostel Booking

Payment History

Hostel Booking Receipt

Manage Profile

Logout

All Payment Receipt

FEE HIVE

Show 10 entries

Search:

S.No	ReceiptNo	Due Name	Total Due Amount	Paid Amount	Balance Amount	Date	Download
1	48025	Academic Fee - Summer Semester - 2023-2024	400	400	0	2023-09-26 08:42:29.0	Download

Showing 1 to 1 of 1 entries

Previous 1 Next

Activate Windows

