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YouthBuild Foundation's  
AICTE Approved

# MIMA INSTITUTE OF MANAGEMENT

(Formerly Known as MITCON Institute of Management)

*Nurturing excellence over one & half decades*

Sr. No 33/1, 'B' Building, Opp. Chhatrapati Shivaji Sports Complex, Balewadi, Pune - 411045



SILVER JUBILEE  
1998 - 2023

## Appendix I

### Indemnity Certificate

#### For issuing a duplicate copy of Mark-Sheet / Diploma Certificate

I-----am a bonafide student of MIMA Institute of Management, Pune.

Course -----Batch-----

I have lost / misplaced my original Marksheet / Degree Certificate which was duly issued to me.

I enclose herewith my Adhar Card.

I have paid Rs. 1000/ to MIMA Institute of Management as per following details -----

I hereby state that such DUPLICATE document is being issued to me at my request and I alone shall be responsible for any of its misuse.

Also I shall indemnify MIMA Institute of Management towards any loss or damage caused by such misuse.

Signature

Name

Date

Place



  
Director



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18.9.24

## SOP for Issue of Mark sheet and Certificate

**Issue of Mark sheet and Certificate:** Student eligible for award of diploma/degree shall collect personally mark sheet and certificate on the day of convocation or maximum within one month from the date of convocation. Student seeking them by courier may avail the same during the said period by making a written request to Examination Dept. on email and further paying for postage.

**Issue of DUPLICATE Mark sheet / Certificate:** A student requiring Duplicate Mark Sheet/ Certificate shall send written request to Examination Dept. on email with a copy of his Aadhar card (both side) for identification and duly signed indemnity certificate in prescribed format as per Appendix- I

After compliance with above, documents requested may be collected by the student personally from Examination Dept. Or sent by post (As the case may be) only after paying Rs. 1000/ fees to MIMA Institute of Management.

**Issue of Transcript:** A student shall request for a transcript in writing by email with copy of mark sheet to the exam department by paying Rs. 5000/- (including courier charges) to MIMA Institute of Management.

**Mark sheet & Diploma Certificate Verification:** Request from any company/ third party representative for mark sheet/ diploma verification shall be entertained only if received on email and shall be addressed within a week completing No dues process.

Any request from a student, a company or third party representative on the above shall be forwarded to the COE by Head of the respective Department the same day to avoid inconvenience to the students.



  
Director