

No.

Price : Rs.10-00

# SHIVAJI UNIVERSITY, KOLHAPUR

## Application form for obtaining Duplicate Copy of the Degree Certificate

To,

THE REGISTRAR,  
SHIVAJI UNIVERSITY,  
KOLHAPUR.

**Sub. : Issue of Duplicate Copy of Degree Certificate.**

Sir,

The degree certificate detailed below, issued to me by the Shivaji University has been lost. I, therefore, request you to supply me with a Duplicate Copy of the same. The particulars are given below :-

### PARTICULARS

1. Name in full :- \_\_\_\_\_  
(beginning with surname  
in block letters)
2. Mother's Name \_\_\_\_\_
3. Examination \_\_\_\_\_
4. Seat No. \_\_\_\_\_ PRN. No. \_\_\_\_\_
5. College/Department \_\_\_\_\_
6. Subject \_\_\_\_\_  
(Methods in case of B. Ed. Students)
7. Month & Year of passing \_\_\_\_\_
8. Class Obtained \_\_\_\_\_
9. Convocation No. \_\_\_\_\_
10. Date and month of the  
Convocation at which the  
degree has been taken : \_\_\_\_\_
11. Address for Communication \_\_\_\_\_ City/Town/Village \_\_\_\_\_  
Dist. \_\_\_\_\_ Pin. \_\_\_\_\_
12. Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
13. E-mail \_\_\_\_\_

Yours faithfully,

Date :

(Signature of the applicant)

(Instructions on reverse)

### FOR OFFICE USE ONLY

Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Rs. \_\_\_\_\_

Checked and marked on the ledger.

Register Sl. No.

Duplicate Copy of the degree certificate is written by \_\_\_\_\_

Degree signed by
------------------

Read by \_\_\_\_\_

Checked by \_\_\_\_\_

*Supdt.*

*Asstt. Registrar*

*Dy. Registrar*

Certificate Serial No.

### INSTRUCTIONS

1. The Duplicate Copy of the degree Certificate will be issued **once only**.
2. The fee for a Duplicate Copy of the degree certificate is Rs. 1010/- including cost of form of duplicate degree.
3. Fees may be paid in cash in the University Office on all week days except second & fourth Saturdays & holidays between 11.00 a.m. to 3.00 p.m. or sent by crossed postal order/s or by D. D. drawn on any nationalised/scheduled Bank payable at Kop. in the name Finance & Accounts Officer, Shivaji University, Kolhapur.
4. Attested true copy of the statement of marks and a copy of lost degree certificate if available must be attached with the application form.
5. For the Duplicate copy of the original Degree Certificate, a candidate must submit an original Affidavit on the stamp paper worth Rs. 100/- duly signed by Taluka Magistrate/Notary alongwith Original copy of **Police Complaint** regarding lost of Degree Certificate must be attached with the application form.

# **Format**

**Format of affidavit on the stamp paper of Rs. 100/- to be submitted along with the application for Duplicate Degree / Diploma Certificate.**

## **Affidavit**

**I-----Age-----years, Occupation-----  
Residing at Address-----**

**-----  
today date-----do hereby take oath in the name of God  
and state on solemn affirmation as under:**

**I state that I have completed my Education from -----  
-----college / institution / university and I have passed  
----- course with seat No. ----- in the year -----  
in -----class. Accordingly I was issued the Degree /  
Diploma certificate during the convocation held in the year -----.  
But, I state that said original Degree / Diploma certificate has  
been lost / misplaced and it is not traceable in spite of deligent  
efforts and searches and also I state that I have not made any  
misuse of the Degree / Diploma certificate. I state that if I get the  
said Original Certificate, I will return the same to the university  
office immediately.**

**I have made this affidavit for submitting to the university  
office for issuing me the duplicate Degree / Diploma certificate.**

**Whatever, is stated above is true and correct to the best of  
my knowledge and belief. If it is found to be incorrect / false /  
wrong in future I will be liable for punishment under law.**

**Solembly affirmed at -----  
On the date -----**

**D E P O N E N T**

दुय्यम (डुप्लीकेट) पदवीप्रमाणपत्र मागणी अर्जासोबत रू. 100/- च्या मुद्रांक पेपरवर (स्टॅम्प पेपर) द्यावयाच्या प्रतिज्ञा पत्राचा (ऑफिडेव्हिट) नमुना -

## प्रतिज्ञा पत्र

मी-----वयवर्षे-----व्यवसाय -----

राहणार पूर्ण पत्ता-----

आज दि.-----या ठिकाणी देवाची शपथ घेवुन सत्य प्रतिज्ञा पत्र करतो / करते की मी वरील पत्यावरचा / ची कायमचा / ची रहिवासी असून माझे शिक्षण ----- या महाविद्यालयातून / संस्थेतून / विद्यापीठातून ----- हा अभ्यासक्रम ----- या बैठक क्रमांकाने ----- या साली ----- या श्रेणीतून पूर्ण केलेला आहे व या अभ्यासक्रमाचे पदवीप्रमाणपत्र ----- या सालच्या पदवी समारंभाच्या कालावधीत स्वीकारले होते तथापि सदरचे मूळ पदवीप्रमाणपत्र गहाळ झाले आहे / हरवले आहे / नष्ट झाले आहे, त्याचा शोध घेतला असता ते मिळालेले नाही तसेच, या पदवीप्रमाणपत्राचा मी कोठेही गैरवापर केलेला नाही. सदरचे मूळ पदवीप्रमाणपत्र मिळाल्यास ते मी विद्यापीठ कार्यालयात सत्वर जमा करीन.

सदर प्रतिज्ञा पत्र शिवाजी विद्यापीठ, कोल्हापूर यांचेकडून माझ्या -----या अभ्यासक्रमाचे दुय्यम (डुप्लीकेट) पदवीप्रमाणपत्र मिळणेकामी मी केले आहे.

वरील सर्व माहिती खरी व बरोबर आहे. सदर माहिती खोटी किंवा चुकीची नमूद केलेली नाही. उपरोक्त सदर माहिती भविष्यात खोटी/चुकीची आढळून आल्यास होणा-या कायद्याप्रमाणेच्या शिक्षेस मी जबाबदार राहीन म्हणून केले प्रतिज्ञापत्र असे.

प्रतिज्ञापत्र करणा-या व्यक्तीची सही

ठिकाण -

दिनांक -

(टिप - प्रतिज्ञापत्र हे ज्या व्यक्तीचे पदवीप्रमाणपत्र हरविले आहे त्याच व्यक्तीने करावयाचे आहे याची नोंद घ्यावी.)