



## Convocation Section

: 25-06-2013.

### **Information regarding Urgent Degree Certificate / Duplicate Degree Certificate/ Verification of Degree Certificate**

- **Urgent Degree Certificate**

Those who have passed final examination and those who want Degree / Diploma / Certificate on urgent basis. They should get the form Under Statue 548 (A) from the website ([www.unishivaji.ac.in](http://www.unishivaji.ac.in)) and fill up the form manually, fix up one photograph on it and attach one photograph and attach copy of final year Statement of Marks, and DD of Rs. 2750- in favour of **The Finances and Account Officer, Shivaji University, Kolhapur** Payable at Kolhapur of any Nationalized Bank. All these document be sent to The Controller of Examination, Shivaji University, Kolhapur-416 004, Maharashtra (India). You will get the Degree Certificate within 40 to 60 days after receiving above documents.

- **Duplicate Degree Certificate**

Those who have received the Degree / Diploma / Certificates and those who have lost the Degree / Diploma / Certificates they should apply for getting the Duplicate Degree / Diploma / Certificates along with Original copy of the Police Complaint (FIR) regarding loss of Degree Certificate and affidavit on the Stamp paper worth Rs.100/- duly signed by Taluka Magistrate/Notary and copy of the Statement of marks / Degree Certificate. The DD of Rs. 1010/- in favour of The Finance and Account Officer, Shivaji University, Kolhapur Payable at Kolhapur of any Nationalized Bank. The application form is available on the above website. All these document be sent to The Controller of Examination, Shivaji University, Kolhapur-416 004, Maharashtra (India). They will get the Duplicate Degree Certificate within 15 to 20 days after receiving the above documents.

- **Verification of Degree Certificate**

1. Application / Letter for verification of Degree Certificate.
2. Copy of final year marksheet and degree certificate along with application be send to the "The Controller of Examinations, Shivaji University, Kolhapur"
3. Fees Rs. 200/- per copy of degree certificate be paid in the form of DD of any Nationalized Bank in favour of the Finance and Accounts Officer, Shivaji University, Kolhapur payable at Kolhapur, (Maharashtra). On receipt of above (1), (2) and (3) Verification report will be send by post on the address given.



**Shivaji University, Kolhapur**  
**Information Regarding Degree Certificate**

Sr. No.	Description	Fees
1	a) Application for the Degree Certificate b) With Late Fee c) With Super Late Fee	Rs. 250/- Rs. 350/- Rs. 850/-
2	Application for the Urgent Degree Certificate	Rs. 2750/-
3	Application for Duplicate Degree Certificate	Rs. 1010/-
4	Attestation of Degree Certificate	Rs. 200/- (for each copy)
5	Verification of Degree Certificate	Rs. 200/-
	a) For Indian Agencies /Companies.	Rs. 200/- (for each copy)
	b) For Foreign Agencies /Companies	Rs. 1000/-
	c) Provisional/Special Certificate	Rs. 100/-

**Information :-**

- 1) Convocation form will be available on university website (online) in the month of June of every year.
- 2) Application form for Urgent Degree Certificate as per (548 A) is available on the website [www.unishivaji.ac.in](http://www.unishivaji.ac.in).
- 3) Application form for Duplicate Degree Certificate is also available on the website [www.unishivaji.ac.in](http://www.unishivaji.ac.in).



# SHIVAJI UNIVERSITY, KOLHAPUR

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

To,  
THE CONTROLLER OF EXAMINATIONS,  
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. Faculty/Course Name : \_\_\_\_\_
4. Seat No. : PRN. No : \_\_\_\_\_
5. Name of the College/Department : \_\_\_\_\_
6. Special Subject : \_\_\_\_\_  
(Methods in case of B. Ed. )
7. Month & Year of the passing : \_\_\_\_\_
8. Class/Grade Obtained : \_\_\_\_\_
9. Convocation No. \_\_\_\_\_
10. Date and month of the  
Convocation at which the degree has been taken : \_\_\_\_\_
11. Address for Posting the Certificate : \_\_\_\_\_  
: \_\_\_\_\_ Pin. \_\_\_\_\_
12. Telephone No. / Mobile No. : \_\_\_\_\_
13. Fee : Rs. 1010/- in the form of cash or D.D.

Yours faithfully,  
(Signature of the applicant)

Date : \_\_\_\_\_

### 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

### 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 D.D. drawn on any nationalized/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. (with registration no. and date)

## SHIVAJI UNIVERSITY, KOLHAPUR

दुय्यम (डुप्लीकेट) पदवीप्रमाणपत्र मागणी अर्जासोबत रू. 100/- च्या मुद्रांक पेपरवर (स्टॅम्प पेपर) द्यावयाच्या प्रतिज्ञा पत्रचा (अॅफिडेव्हिट) 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 पदवी प्रमाणपत्र 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) पदवी प्रमाणपत्र 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 पदवी प्रमाणपत्र हरविले आहे त्याच व्यक्तीने  
करावयाचे आहे याची नोंद घ्यावी.)

**SHIVAJI UNIVERSITY, KOLHAPUR**

**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.**

**Solemnly/ Affirmed at -----**

**On the date -----**

**DEPONENT**