



## SHIVAJI UNIVERSITY, KOLHAPUR

### पदवी प्रमाणपत्रांबाबत

- जे विद्यार्थी अंतिम परीक्षेमध्ये उत्तीर्ण असतील व ते पदवी प्रमाणपत्र स्विकारण्यास पात्र असतील त्यांना पदवी प्रमाणपत्राची आवश्यकता असल्यास त्यांनी जून, जुलै, ऑगस्ट या महिन्यामध्ये विद्यापीठ इंटरनेट लिंकवरून ऑन लाईन दीक्षान्त अर्ज भरून त्याची प्रत, गुणपत्रक व फोटो व योग्य त्या शुल्कासह अर्ज मा. परीक्षा नियंत्रक, शिवाजी विद्यापीठ, कोल्हापूर यांचेकडे पाठविणे आवश्यक आहे. मुदतीमध्ये दीक्षान्त अर्ज प्राप्त झाल्यानंतर साधारणपणे डिसेंबर, जानेवारी, फेब्रुवारी या महिन्यामध्ये होणा-या दीक्षान्त समारंभाच्या दरम्यान पदवी प्रमाणपत्र संबंधीत विद्यार्थ्यांना प्राप्त होईल.
- याशिवाय ज्यांना काही अति महत्वाच्या कामाकरिता पदवी प्रमाणपत्राची गरज असल्यास त्यांनी 548 (अ) हा अर्ज भरून पदवी प्रमाणपत्र प्राप्त करून घ्यावे. त्याचे शुल्क रु. 2750/- इतके आहे व 548 (अ) हा अर्ज व शुल्क प्राप्त झाल्यानंतर साधारणपणे 30 ते 40 दिवसांमध्ये पदवी प्रमाणपत्र प्राप्त होईल.

#### Regarding Degree Certificate

- The students who have passed their final Degree examinations and are eligible to receive the Degree should fill up their application form on line in the month of June, July, August. Such filled in form is available on website. After filling up the form the students should download the same and they should send the form along with the final year mark sheet, his/her recent photograph and requisite fee. The communication should be address of Controller of Examination, Shivaji University, Kolhapur. Convocation ceremony is organized generally during the month of December, January, February. Degrees are conferred and disputed during the Convocation and after the Convocation.
- The regular process of the award of the Degree is above, However sum students those who are urgently need of such Certificate can apply for urgent Degree Certificate under the Stature 548 (A) form. Fee for this is Rs. 2750/- and the time period is 30 to 40 days.



## 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 for Conferring Degrees, Diplomas and Certificates

To,  
THE CONTROLLER OF EXAMINATION  
SHIVAJI UNIVERSITY, KOLHAPUR – 416004  
Sir,

**Please Paste  
Identity Size  
Photograph**

I have submitted following information on the website.

1. Application Form Number :
2. In-Presence / In Absentia :
3. Name of the Course :
4. Faculty :
5. PRN Number :
6. Final Year Exam Seat No. :
7. Student's Full Name :
8. Mother's Name :
9. Sex :
10. Address :
11. Phone No. / Mobile No. :
12. Month & Year of Passing :
13. Class Obtained :
14. Subject 1 (if applicable) :
14. Subject 2 (if applicable) :
15. Convocation fee Rs. : 5<sup>st</sup> July to 31<sup>th</sup> August,2013 : Rs. 250/-  
1<sup>st</sup> Sept., to15<sup>th</sup> September,2013 : Rs. 350/- (with Late Fee)  
16<sup>th</sup> September, to 30<sup>th</sup> September 2013, : Rs. 850/- (with Late Fee & Super Late Fee)
16. Fees Details : D.D./Challan No. ----- Amount Rs. ----- Dated : --- Bank Name : -----

**DECLARATION**

I declare that this information submitted by me is true to the best of my knowledge and I have read and understood the rules for convocation.

I am also aware that the information submitted by me shall be verified with the current records available with the SHIVAJI UNIVERSITY and on verification the conferring Degree/ Diploma / Certificate shall be allocated to me.

Place : \_\_\_\_\_

**Signature of the Student**

**Please confirm following things before submitting the application form**

1. Attach one attested copy of Final Year Mark Sheet.
2. Paste **One photographs** on the application form at the space provided.
3. Mode of payment – Cash – Pay cash in cash section in Room No. 107 in Main Building. Attach cash receipt to the form D.D. – Draw DD of any nationalized bank in favour of “Finance and Accounts Officer, Shivaji University, Kolhapur,” Payable at Kolhapur.
4. Submission of form –  
(1) Submit the form directly to the convocation section (Exam. Building NO. 1 Room No. 110).  
(2) Send by post or courier– To the Controller of Exam , Shivaji University, Kolhapur.
5. Confirm that you have not received the degree certificate earlier then only apply ( PDF link )
6. Students who has passed under improvement should submit his lower class degree certificate.
7. Forms with incomplete, incorrect, insufficient information and without fee will not be accepted and no correspondence will be entertained in that regard.
8. Students who have passed under the following scheme will not be issued degree certificate.  
(i) RBE / (ii) R.B.Sc.-10 / (iii) OBCS iii (A) / (iv) RB.A. 11 / (i) (v) FORIMP-I Class / (vi) R.B.Com-12 / (vii) R.M.Com. / (viii) FORM DIDD
9. Degrees listed in statute No. 548 only will be issued.
10. Those students who have not secured minimum grade ‘c’ in the subject Environmental Science are not eligible to receive the Degree Certificate.
11. I have read all above instructions and I agree to them.