



# शिवाजी विद्यापीठ, कोल्हापूर SHIVAJI UNIVERSITY, KOLHAPUR

Estd-1962 - recognized by UGC U/s 2(f) and 12 (B)

NAAC "A++" Grade with CGPA 3.52

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# *Exam Other Services*

## Change in Name

Change in Name A student who desires to have a change made in his name as recorded in the university records shall apply to the Controller of Exam, Shivaji University, Kolhapur in prescribed form. The change of name in the records of the university may be sanctioned on any one of the following grounds...

Marriage (Ladies),

Adoption,

A person who has assumed a new name in such circumstance as may be specified by the order of the Central Govt. or a State Govt.

No change in his/her name will be made in the past records of the University. Documents required for change of name are as follows and must accompany the application for change in name.

Maharashtra State Govt. Gazette (Original copy)

Affidavit (Ladies) (Original copy)

Marriage Certificate (Ladies) (Original copy)

Photo copy of the Statement of Marks of last examination

College students should send application through the principal of his college. The prescribed fee for change of name is Rs.20/-.

The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (in which candidate's eligibility is finalized.).

After the necessary changes in permanent documents, corrected copy/ies of the statement/s of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

## Photo copy of Answer Book

### Issue of photo copy of the Assessed answer book/s

The candidate, except from Engineering faculty, should directly apply to the Controller of Examination for the Photo Copy/ies in the prescribed form duly filled in and signed by the examinee.

The photo copies of the (University theory examinations only) will be supplied on the payment of non refundable fee per answer book which shall have to be paid by the examinee/s by cash at Cash Section of the Shivaji University by the Demand Draft in the favour of The Finance and Accounts Officer, Shivaji University, Kolhapur.

The candidate shall apply for the photo copy/ies of not more than two answer book/s within a period of fifteen days from the date of declaration of the result.

The photo copies of the answer book/s will be provided to the students / examinees by the University by registered post / speed post / courier.

The photo copies so obtained by the examinee/s are for his/her exclusive and relevant use. If the applicant desires he can use it only for the purpose of getting redressal of the grievances through the redressal mechanism provided by the university under these rules.

After getting the Photo copy of the answer book/s if the candidate finds any error in the assessment like incorrect totalling or unassessed portion of the answer books he/she can apply for the rectification of these errors within seven days from the receipt of the photo copy in the prescribed form. However, if the examinee is not satisfied with

the marks awarded to him / her by the original examiner, he/she shall apply for redressal of grievances to the Controller of Examination, Shivaji University, Kolhapur in the prescribed form, challenging the valuation done. The photo copy and revaluation facility is to be regarded as a special facility and not a right in the strict sense of the term.

The University will supply photo copy as it is, blocking the name and signature of examiner / moderator.

Supply of photo copy/ies of the assessed answer book/s and redressal of grievances are additional facilities to the students and such matters will be regulated in accordance with the relevant ordinances, regulations and rules made by the university office in that behalf.

## **Verification of Marks**

### **Verification of answer book/s (Ordinance O.105)**

The facility of verification is provided to the candidates as per the ordinance No. 105. The extract of ordinance 105 is as below:

**O.105** Verification of Marks: Information as to whether a candidate's answer in any particular head or heads of a university examination have been examined and marked, will be supplied to the candidate on his forwarding an application accompanied by a fee for each head within fifteen days of the declaration of the results of the examination. The verification fee so charged will not be refunded to the candidate. Additional information regarding verification is as under:

The result of the examination will be displayed on the internet ([www.unishivaji.ac.in](http://www.unishivaji.ac.in)) on the date of declaration of the result.

The marks statement and ledgers will be sent to the concerned college / institutions on the day of declaration of the result by hand / courier / post.

The application for verification from students of Engineering faculty should be submitted through the principal of the concerned college. However other students can submit their applications directly.

The candidates shall apply in the prescribed form which can be obtained from the concerned college.

The application in the prescribed form along with prescribed fee must be submitted to the university within 15 days of the date of declaration of results. Late applications will not be entertained.

Candidate shall mention clearly the subjects for which verification is to be done, in the application form along with other essential information.

The candidate is permitted to apply for verification for maximum of three subjects per examination.

The verification of marks facility includes checking of totalling of marks and whether all questions or sub-questions are assessed and marked or not. It does not include reassessment / revaluation by another examiner.

The colleges shall submit applications received from the examinees immediately on the next day to the Controller of Examination, Shivaji University, Vidyanagar, Kolhapur.

College / institution shall deposit the fees in the university account.

Result of verification shall be communicated to the examinee within 45 days from the date of declaration of

Verification facility is not available to the candidates for M.Phil. / Pre-Ph.D., ADR, entrance examinations, career oriented courses and examinations where grades are awarded.

The candidates can either apply for verification of marks or for photo copies of the answer books but not for both.

### **Revaluation of Answer book/s**

As per the directions of the Hon'ble High Court, Mumbai, the facility of revaluation is provided to the candidates through redressal mechanism by Vice Chancellor's order with effect from April / May 2005 examination. The following procedure has been laid down for the redressal and revaluation purpose:

The candidate shall directly apply to the Controller of Examination for the photo copy/ies in the prescribed form filled in and signed by the examinee.

The photo copies of the university theory examinations (other than M.Phil./Pre Ph.D., ADR, Entrance Examination Career Oriented courses and examinations where grades are awarded) will be supplied on the payment of non-refundable fee per answer book which shall have to be paid by the examinee by cash at Cash Section of the Shivaji University, Kolhapur or by the Demand Draft in favour of the Finance and Accounts Officer, Shivaji University, Kolhapur. The amount sent by the money order will not be accepted.

The candidate shall apply for the photo copy of not more than two answer book/s within a period of fifteen days from the date of declaration of the result.

The photo copies of the answer book/s will be provided to the students / examinees by the University by registered post / speed post / courier.

The photo copies so obtained by the examinee/s are for his/her exclusive and relevant use. If the applicant desires he /she can use it only for the purpose of getting redressal of the grievances through the redressal mechanism provided by the university under these rules.

After getting the Photo copy of the answer book/s if the candidate finds any error in the assessment like incorrect totalling or unassessed portion of the answer books he/she can apply for the re-verification in prescribed form stating the errors during the assessment. Candidates applying for re-verification are not eligible to apply for revaluation through redressal mechanism. However, if examinee finds the mistakes in totalling, un-assessed part and also if he / she is not satisfied with the marks awarded to him / her by the original examiner, he/she shall apply for redressal of grievances, for revaluation to the Controller of Examinations, Shivaji University Kolhapur in prescribed form, challenging the valuation done by the original examiner. In such a case, any error / mistake in totalling, unassessed part of answers etc. should be pointed out by the student and will be rectified. Examinee shall apply either for re-verification or redressal of grievances, but not for both. The application for the re-verification of marks or for redressal of grievances (i.e. revaluation), must be done within seven days of the date of receipt of photo copy of the answer book.

The application form for the redressal of the grievances is available in the university office.

The application form for redressal of grievances duly filled in along with the photo copy of the answer book/s, mark sheet and detailed question wise justification in the format given in the application form shall be sent to the Controller of Examination, Shivaji University, Kolhapur within seven days from the date of receipt of photo copy. The applications not having any justification will not be entertained and will be rejected and in such cases fees paid will not be refunded. The justification should be submitted in the format given in the application form.

The photo copy and revaluation facility is to be regarded as a special facility and not a right in the strict sense of the term.

The applications incomplete in any respect and without justification will be rejected and the fees once paid shall not be refunded.

The applications complete in all respects, received by the university office in time will be arranged faculty, course and subject wise and shall be placed before the Redressal Committee for the consideration. If the committee does not accept the justification given by the student and original is held correct then, decision of committee shall be communicated to such student. In such cases no fees shall be refunded.

If the Redressal Committee finds substance in the examinee's justification and claim and recommends revaluation then those cases shall be reassessed. After reassessment, if the marks awarded in the answer book/s by the original examiner and the marks obtained after revaluation vary by + - 10% or more of the maximum marks assigned to that paper, the marks after revaluation will be accepted for the revision of the result and the original marks obtained by the candidate in the paper will be treated as null and void. Notwithstanding what is stated above the marks obtained after revaluation shall be accepted by the university, if the candidate gets the benefit of passing the subject / examination with or without grace marks under the provision of relevant ordinances.

However, if difference in marks is more than 20% after revaluation, then re-revaluation shall be done and average of the two closest (marks reported to the student, marks of revaluation and marks of re-revaluation) shall be communicated to the students.

Supply of photo copy/ies of the assessed answer book/s and redressal of the grievances are additional facilities for the students and such matters will be regulated in accordance with the relevant ordinances, regulations and rules made by the university in that behalf.

Notwithstanding anything contained in these rules the students applying for revaluation shall not be entitled for provisional admission to the following year or term nor they shall be eligible for such admission in the event of change in their result due to revaluation.

### **Cancellation Of Benefit Of Ordinance**

As per ordinance O.152 those of the students who do not desire to avail themselves of the provisions of any of the ordinances for grace marks for passing in a paper / subjects or part / whole examination, should intimate to the University within one month from the date of declaration of the result to that effect and that they should be permitted to reappear in the paper/s, subject/s or the part / whole examination in which they have passed by availing themselves of the benefit of the grace marks or of the ordinances relating to the condonation of failures as the case may be.

The student shall submit an application; along with original copy of the statement of marks, requesting to cancel the benefit of ordinance within 30 days from the date of declaration of results.

The candidate shall pay the required fees for statement of marks applicable at that time. The fresh copy of the statement of marks shall be issued to the candidate within seven days from the receipt of such an application.

## LAPSES: Examination Lapses Inquiry Committee

Lapses	Committee	Members	L
<p>(<a href="http://www.unishivaji.ac.in/uploads/exam/2019/Other%20Services/R2111List%20of%20ELC%20member.p">http://www.unishivaji.ac.in/uploads/exam/2019/Other%20Services/R2111List%20of%20ELC%20member.p</a>)</p>			

**Lapses Committee:** As per provision made under Maharashtra Universities Act 1994 under Section 32 (6) (a) the Board of Examinations constitute Examination Lapses Inquiry Committee in order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations. The said committee submit recommendations to the Board of Examinations under section 32 (6) (b) which shall take disciplinary action in the matter as it deems fit.

**Flying Squad:** The Hon. Vice-Chancellor appoints district wise Flying Squads under Ordinance-5 to curb the unfair means cases and tries to maintain sanctity in the conduct of University examinations for every year i.e. March/April and October/November Exam. Sessions. Also, University sends a circular to all affiliated Colleges/Institutions to co-operate the University to conduct smooth examinations and to avoid unfair means. The cases detected at Examination Center by the Junior/Senior Supervisors or by the Flying Squad are received the University in the sealed envelope marked as 'Suspected unfair means cases'.

**Defense:** Such types of cases are placed before the Lapses Committee (called as Unfair means Inquiry Committee) as per Ordinance-9) for investigation. After serving a Show Cause Notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for meeting, the University gives one month opportunity to the concerned student to appear before the Committee in his/her defense. Even after offering the chances if the student concerned fails to appear before the Committee, the Committee shall take decision in the case in absentia on the basis of the available evidence/documents, which shall be binding on the student concerned. The unfair means Inquiry Committee submit its recommendations after considering the cases under Ordinance-9 (12) & (14).

**Punishment:** The recommendations of Examination Lapses Committee are accepted by the Board of Examinations under Section 32 (6) (b) or in case of an emergency the Hon. Vice-Chancellor accepts the recommendations of Exam. Lapses Committee under Section 32 (4) on behalf of Board of Examinations. The letters of punishments are then sent to the candidates concerned with a copy endorsed to the Principal of the concerned college for necessary action. The provisions for various types of malpractices and quantum of punishment under O.87 (U.O.9) are as under:

Amendment to Ordinance 9 Sr. No. 12 & 14 regarding revised quantum of punishment  
([../uploads/exam/OrdforPunishment240812.doc](http://www.unishivaji.ac.in/uploads/exam/OrdforPunishment240812.doc))

# शिवाजी विद्यापीठ, कोल्हापूर

- दीक्षांत विभाग -

प्रति,  
मा. संचालक,  
परीक्षा व मूल्यमापन मंडळ,  
शिवाजी विद्यापीठ, कोल्हापूर

दिनांक : / / २०

**विषय :- पदवी प्रमाणपत्रामधील दुरुस्तीबाबत/त्रुटीबाबत.**

अर्जदार : श्री/श्रीमती .....

पत्ता : .....

मोबाईल नं. .... ईमेल : .....

महोदय/महोदया,

मला .....या परीक्षेचे बैठक क्रमांक ..... नुसार मूळ पदवी प्रमाणपत्र क्रमांक ..... रोजी प्राप्त झाले आहे. सदर पदवी प्रमाणपत्रामध्ये खाली नमूद केलेप्रमाणे दुरुस्ती करून मिळावी. दुरुस्तीकरीता सोबत मूळ पदवी प्रमाणपत्र (Original Degree Certificate) व माहितीकरीता गुणतक्त्याची सत्यप्रत जोडली आहे. (पदवी प्रमाणपत्रावरील दुरुस्तीसाठी खालील मुद्यांना अशी ( ✓ ) खूण करावी.)

१. स्वतःचे /आईचे /वडीलांचे/आडनावामधील - स्पेलिंगमध्ये दुरुस्ती करावी.
२. उत्तीर्ण झालेले वर्ष / श्रेणी / क्लास मध्ये दुरुस्ती करावी.
३. दीक्षांत तारखेमध्ये दुरुस्ती आहे.
४. फोटो चुकीचा आहे (फोटोसाठी संबंधीत महाविद्यालयाकडून फोटो पडताळणी केलेबाबतचे पत्र आवश्यक आहे.)
५. स्वायत्त (Autonomous) महाविद्यालयातील विद्यार्थ्यांनी पदवी प्रमाणपत्रातील कोणत्याही दुरुस्तीसाठी संबंधीत महाविद्यालयाकडून त्याबाबतचे पत्र घेवून येणे आवश्यक आहे. ....
६. इतर दुरुस्ती असल्यास .....

आपला/आपली विश्वासू,

सही . .....

नाव:

शिवाजी विद्यापीठ, कोल्हापूर

(दीक्षांत विभाग पोहोच पावती)

दि. / / २०

**विषय :- मूळ पदवी प्रमाणपत्रामधील दुरुस्तीबाबत/त्रुटीबाबत.**

श्री/श्रीमती ..... यांना प्राप्त झालेले ..... या परीक्षेचे वर्ष मार्च/एप्रिल/ऑक्टोबर ..... बैठक क्रमांक ..... नुसार (PRN ..... ) मूळ पदवी प्रमाणपत्र (Original Degree Certificate) क्रमांक ..... दुरुस्तीकरीता आवश्यक गुणतक्त्याच्या सत्यप्रतीसह दीक्षांत विभागात दि. / / २० रोजी प्राप्त झाले आहे. सदरचे मूळ पदवी प्रमाणपत्र दुरुस्ती झालेबाबत आपणास कळविण्यात येईल याची नोंद घ्यावी.

अधीक्षक

(P.T.O.)





## Convocation Section

: 18&04&2012-

### **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**

<b>Sr. No.</b>	<b>Description</b>	<b>Fees</b>
<b>1</b>	a) Application for the Degree Certificate b) With Late Fee c) With Super Late Fee	Rs. 250/- Rs. 350/- Rs. 850/-
<b>2</b>	Application for the Urgent Degree Certificate	Rs. 2750/-
<b>3</b>	Application for Duplicate Degree Certificate	Rs. 1010/-
<b>4</b>	Attestation of Degree Certificate	Rs. 200/- (for each copy)
<b>5</b>	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.

Degree signed by

Supdt.

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

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

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

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 favour of 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-----वय वर्षे-----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**

**Shivaji University, Kolhapur**  
**Students Facilitation Center**  
**Application form for Migration Certificate (M.C.) (Regular Student)**

To,  
Director,  
Board of Examinations and Evaluation,  
Shivaji University,  
Kolhapur – 416 004.

1. Name - \_\_\_\_\_  
(Surname) (First Name) (Father/Husband Name)
2. Mother's Name - \_\_\_\_\_
3. Address for communication \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code - \_\_\_\_\_
4. E - mail - \_\_\_\_\_
5. Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
6. PRN : 10 digit - \_\_\_\_\_ and / or 16 digit - \_\_\_\_\_
7. Last examination details -
  - Name of the college - \_\_\_\_\_
  - Name of the examination - \_\_\_\_\_
  - Month & Year of the examination - \_\_\_\_\_
  - Examination Seat No. - \_\_\_\_\_
  - Result - \_\_\_\_\_  
(Please attach the self attested photo copy of the mark- sheet & Duplicate T.C. taken from the last college)
8. New admission details -
  - Name of the Course - \_\_\_\_\_
  - Name of the College or University Department - \_\_\_\_\_
  - Address of the College or University Department - \_\_\_\_\_  
\_\_\_\_\_
  - Name of the Affiliated University \_\_\_\_\_  
(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)

Date -

**Signature of the student**

If you are sending the application by post, please attach following documents with the application.

- Copy of the last examination mark-sheet.
- Duplicate T.C. obtained from the last college.
- Copy of new admission proof at proposed college.
- Self addressed envelope without stamp.
- Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- He / She has been student of the \_\_\_\_\_ college since \_\_\_\_\_ <year> and left in the \_\_\_\_\_ <year>. The transfer certificate is sent herewith in duplicate. On behalf of this candidate no application for Migration certificate has been made previous to this date.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
- The Certificate will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.

Date -

**Signature and Seal of the Principal of College**

## SHIVAJI UNIVERSITY, KOLHAPUR CONVOCATION SECTION

Application for Special Certificate for Eligibility of Degree Certificate  
(Provisional Certificate – Fee of Rs. 100/-)

(Incomplete application will not be entertained and no correspondence will be made)

To,  
The Director,  
Examination & Evaluation Board,  
Shivaji University,  
Kolhapur- 416004.

Sir,

I request you to issue me ..... certificate.

I have passed the ..... examination held by the Shivaji University,  
Kolhapur in the month of ..... and below all necessary particulars.

1. Name - .....  
(Surname) (First Name) (Father/Husband Name)

2. Mother's Name - .....

3. PRN - .....

4. Address - .....

.....  
.....

Pin Code - .....

5. Email I/D..... Mobile No.....

6. Seat No..... 7. Special Subject.....

8. Class Obtained.....

Date:-

Applicant's Signature

-----  
Note:-

- i) The certificate will be sent to the address given by the applicant at the applicant's risk by ORDINARY POST . If the applicant wants the certificates to be sent under Registered Cover he should furnish alongwith his application a self addressed envelopes with the Postage Charges of Rs.30/-
- ii) The validity of Provisional Certificate is six months from issuing date.
- iii) Attach one attested copy of Final Year Mark Sheet.
- iv) The Provisional Certificate will be issued to the student that has not taken the degree certificate.
- v) Signature of student must be compulsory.



**Shivaji University, Kolhapur**  
**Students Facilitation Center**  
**Application for Second Copy of Statement of Marks**

To,  
Director,  
Board of Examinations and Evaluation  
Shivaji University,  
Kolhapur – 416 004.

Sir,

I request you to issue me the following second copy of Statement of Marks. My particulars are as under.

Full name of the student - \_\_\_\_\_

Address - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e-mail - \_\_\_\_\_

Telephone No.- \_\_\_\_\_ Mobile No.- \_\_\_\_\_

**Details of Second copy of Statement of Marks**

Name of the Exam					
Part/Sem. No.					
Subject/Branch					
Seat No. of Exam.					
Month of Exam.					
Year of Exam.					
PRN					
Name of the college					

Date-

**Signature of the Student**

Instructions -

1. Fee of the second copy of Statement of Marks up to last 10 years Rs. 200/- for each & before last 10 years Rs.250/- for each
2. Fees will be accepted by online only. Use following link to pay online <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
3. If the Statement of Marks required out of India, it will be sent by courier services and charges will be varies actual time to time. In this case applicants will be informed by Students Facilitation Centre (SFC).
4. Before the year of 2002, statement of marks will be sent by post only after the 15<sup>th</sup> days.
5. Statement of Mark will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.
6. Fees once paid will not be refunded.
7. Incomplete and wrong details in application will not be entertained and no correspondence will be made.
8. For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

# Shivaji University, Kolhapur

## Students Facilitation Center

### Application form for Transfer Certificate (T.C.)

(For External / Distance Education / University Department Student only)

To,  
Director,  
Board of Examinations and Evaluation  
Shivaji University,  
Kolhapur – 416 004.

1. Name - \_\_\_\_\_  
(Surname) (First Name) (Father/Husband Name)

2. Mother's Name - \_\_\_\_\_

3. Address for communication - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pin Code - \_\_\_\_\_

4. e - mail - \_\_\_\_\_

5. Telephone No. with STD code No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_

6. PRN : 10 digit - \_\_\_\_\_ and / or 16 digit - \_\_\_\_\_

7. Last examination details –

- Center of distance education / University Department – \_\_\_\_\_
- Name of the examination - \_\_\_\_\_
- Month & Year of the examination - \_\_\_\_\_
- Examination Seat No. - \_\_\_\_\_
- Result - \_\_\_\_\_

**(Please attach the self attested photo copy of the mark- sheet)**

8. New admission details -

- Name of the Course - \_\_\_\_\_
- Name of the College or University Department - \_\_\_\_\_
- Address of the College or University Department - \_\_\_\_\_  
\_\_\_\_\_
- Name of the Affiliated University \_\_\_\_\_

**(Please attach the admission proof, such as copy of the receipt of the fee / Allotment letter)**

Date - \_\_\_\_\_ **Signature of the student**

If you are sending the application by post, please attach following documents with the application.

- Copy of the last examination mark-sheet.
- Copy of new admission proof at proposed college.
- Self address envelope without stamp.
- Fees will be accepted by online only. Use following link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)
- The Certificate will be received by hand on the same day or if there is any technical issue, then it will be sent by post to the addressee.

सदर विद्यार्थ्यांचे टी. सी / एम. सी. मागणीची नोंद  
रजिस्ट्रेशन लेजरला पान क्र. \_\_\_\_\_ व अनुक्रमांक \_\_\_\_\_  
वर घेतली असून विद्यार्थ्यांने पूर्वीच्या अभ्यासक्रमाचे या  
विभागाकडे जमा केलेले आहे.

Signature & Seal

Director / Dy. Registrar/ Registrar  
Center for Distance Education /PG Admission/D.O.T.

## 7. Verification of Documents

- For the documents verification of Mark sheets, Passing Certificates, Rank Certificates, Merit Certificates, Transfer Certificates, Migration Certificates and Transcripts the Institute should apply on their letter head addressing to the Director, Board of Examinations and Evaluations, Shivaji University, Kolhapur, along with copies of the document(s) to be verified.
- Fees (per copy) for Indian institute:
  - Mark sheet for the examination appeared,
    - Within 10 years from the day : Rs. 500/-
    - More than 10 years from the day : Rs. 1000/-
    - Postage (Within India) : Rs. 30/-
- Fees : (per copy ) for foreign institute :
  - Mark sheet for the examination appeared,
    - Within 10 years from the day : Rs. 1250/-
    - More than 10 years from the day : Rs. 2500/-
- Verification of Transcripts Fees : - Within 10 years from the day : Rs. 1250/-  
- More than 10 years from the day : Rs. 2500/-
- If the verification report is required out of India, report will be sent by courier services and charges will be varies at actual time to time. In this case applicants will be informed by Students Facilitation Centre (SFC)
- Fees will be accepted by online only. Use this link to pay online  
<http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- The documents will be sent by post after 5 working days to the addressee.
- For the more information contact to Students Facilitation Centre-0231-2609411/2609453  
E-Mail id - [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)

## कागदपत्रे पडताळणी करणे

- खालीलप्रमाणे कागदपत्रे पडताळणी करण्यासाठी महाविद्यालय/संस्थांनी त्यांच्या लेटर हेड वर मा. संचालक, परीक्षा व मुल्यमापन मंडळ, शिवाजी विद्यापीठ, कोल्हापूर यांच्या नावे अर्ज करावा. जी कागदपत्रे (गुणतक्ते, उत्तीर्ण प्रमाणपत्र, गुणवत्ता प्रमाणपत्र, संस्थांतर आणि स्थलांतर प्रमाणपत्र, ट्रान्स्क्रीप्ट ) पडताळणी करावयाची आहेत त्यांची छायांकीत प्रत सोबत जोडावी.
- शुल्क :
  - भारतीय संस्थांसाठी –
    - दहा वर्षांपर्यंतचे गुणतक्ते : रू. 500 /–
    - दहा वर्षांपूर्वीचे गुणतक्ते : रू. 1000 /–
    - दाखले पोस्टाने हवे असल्यास : रू. 30 /–
  - परदेशी संस्थांसाठी –
    - दहा वर्षांपर्यंतचे गुणतक्ते : रू. 1250 /–
    - दहा वर्षांपूर्वीचे गुणतक्ते : रू. 2500 /–
  - ट्रान्स्क्रीप्ट पडताळणी शुल्क –
    - दहा वर्षांपर्यंतचे : रू. 1250 /–
    - दहा वर्षांपूर्वीचे : रू. 2500 /–
- भारताबाहेर पडताळणी अहवाल हवा असल्यास कुरिअर सेवेद्वारे पाठवले जातील आणि वेळोवेळी शुल्क बदलले जाईल. त्यासंबंधी अर्जदारांना विद्यार्थी सुविधा केंद्राद्वारे सूचित केले जाईल.
- सदरचे शुल्क हे फक्त ऑनलाईन पध्दतीने स्वीकारले जाईल. ऑनलाईन शुल्कासाठी खालील लिंकचा वापर करावा. <http://paysuk.unishivaji.ac.in/BWayReceipt/auth/registration/simple>
- पडताळणी केलेले दाखले 5 कार्यालयीन कामकाजाच्या दिवसात दिलेल्या पत्त्यावर पाठविले जातील.
- अधिक माहितीसाठी विद्यार्थी सुविधा केंद्र मध्ये संपर्क साधावा. संपर्क क. 0231-2609411 / 2609453  
ई-मेल आयडी – [sfc@unishivaji.ac.in](mailto:sfc@unishivaji.ac.in)



## Convocation Section

: 18&04&2012-

### **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**

<b>Sr. No.</b>	<b>Description</b>	<b>Fees</b>
<b>1</b>	a) Application for the Degree Certificate b) With Late Fee c) With Super Late Fee	Rs. 250/- Rs. 350/- Rs. 850/-
<b>2</b>	Application for the Urgent Degree Certificate	Rs. 2750/-
<b>3</b>	Application for Duplicate Degree Certificate	Rs. 1010/-
<b>4</b>	Attestation of Degree Certificate	Rs. 200/- (for each copy)
<b>5</b>	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**  
**Format for to get verification of Degree Certificate**  
**( On letter Head)**

**Name of the Company or Agency**

Address -----

Mob. No. ----- Phone No.-----

Fax No. -----

E-mail Address -----

Ref. No. :-

Date :-

To,  
 The Controller of the Examinations  
 Shivaji University,  
 Kolhapur.

Sir,

We are sending herewith the copy of Degree Certificate of following Candidate's for the verification.

<b>Sr. No.</b>	<b>Name and Address of the Candidate</b>	<b>Mobile No./ Phone No.</b>	<b>Name of the Degree</b>

Thanking you,

Yours faithfully,  
 (Signature)

(Name : ----- )  
 Designation with seal.

**Instructions :**

- 1) For verification of Degree fee is Rs. 200/-, payment may be made by D.D. in favour of Finance & Accounts Officer, Shivaji University, Kolhapur.
- 2) For Verification of Degree Certificate fee for foreign companies /agencies is Rs. 1000/-, payment be made by Demand Draft in favour of Finance & Accounts Officer, Shivaji University, Kolhapur.
- 3) Copy of Degree Certificate along with the copy of final year marksheet is essential for the verification.
- 4) After receiving the documents and fees the verification report will be sent within fifteen to twenty days by post only.