



ಶರಣಬಸವ
Sharnbasva
ಕಲಬುರಗಿ - ೫೮೫ ೧೦೩



ವಿಶ್ವವಿದ್ಯಾಲಯ
University
KALABURAGI - 585 103



A State Private University approved by Govt. of Karnataka vide Notification No. ED 144 URC 2016 dated 29-07-2017
Recognised by UGC under Section 2f vide No. F.8-29/2017 (CPP-I/PU), dated 20-12-2017 & AICTE, CoA, PCI New Delhi

Application for Issue of
DUPLICATE GRADE CARD (DGC) / Marks Card / Certificate
(Through Dept. Chairperson)

Date:

| | | |
|----|-----------------------------------------------------------|--|
| 01 | Name of the Student (CAPITAL LETTERS as on Grade Card) | |
| 02 | Father's / Mother's Name | |
| 03 | Programme & Branch | |
| 04 | USN | |
| 08 | ABC / NAD ID | |
| 09 | Phone Number | |
| 10 | Email ID | |

*Affix your passport
size colour
photograph
attested by Dept.
Chairperson*

Applied for duplicate Grade cards / Marks cards / Certificates

| Semester / Year | Month & Year of Examinations appeared (To be filled by student) | | | | | |
|--------------------|-----------------------------------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | 1 st attempt | 2 nd attempt | 3 rd attempt | 4 th attempt | 5 th attempt | 6 th attempt |
| I | | | | | | |
| II | | | | | | |
| III | | | | | | |
| IV | | | | | | |
| V | | | | | | |
| VI | | | | | | |
| VII | | | | | | |
| VIII | | | | | | |
| IX | | | | | | |
| X | | | | | | |

Details / serial number of duplicate certificates / documents issued (To be filled by RE Office)

Details of fees paid:

| Amount (Rs.) | Receipt No. & Date |
|--------------|--------------------|
| | |

The information furnished in this application is true to the best of my knowledge. I have lost my certificates.

Date:

Verification Note

Signature of the student

| | | |
|-------------------------------------------------------------------|--|----------------------------------------------------------|
| All the documents have been verified & found correct . | | |
| SEAL | | |
| Signature of the Coordinator with date (Name: _____) | | Signature of Chairperson with date (Name: _____) |

For office Use Only

| | |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Date of Submission of DGC application: Name of the application Receiver: _____ Signature | Date of Receipt of Duplicates: Receiver Name: _____ (Coordinator / Chairperson) Signature |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|

| | | |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------|
| All documents have been verified & found correct Prepared by _____ Signature with date | All documents have been verified & found correct Verified by _____ Signature with date | Registrar (Evaluation) |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------|

Note:

1. Minimum time to issue DGC is six working days from the date of submission of application.
2. Police FIR regarding the loss of original document is mandatory
3. Submit original affidavit on stamp paper of ₹ 100, mentioning the details of USN, Name, Semester, Month and Year of Examination of the Grade Card /Marks cards /Degree Certificate lost and requesting the Registrar (Evaluation) for the issue of DUPLICATE of the same. If original is found at later date after issue of duplicate, it should be returned to Sharnbasva University, Kalaburagi (SUK)
4. Incomplete application would be rejected & **submission of false information would attract penalty**.
5. Department has to preserve the photocopy of the DGC issued & application.
6. **This application form has to be printed back-to-back only.**
7. **Fees once paid can't be refunded / adjusted.**

Enclosures:

1. Attested copies of all semester grade cards (pass & fail) / Certificates / Marks Cards
2. Original Police FIR copy
3. Affidavit on stamp paper
4. Fees paid receipt