



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 Convocation Certificate / PDC
(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 duplicate certificate application: Name of the application Receiver: _____ Signature	Date of Receipt of Duplicate Certificates: Receiver Name: _____ (Coordinator / Chairperson) Signature
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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)
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Note:

1. Minimum time to issue DUPLICATE is 15 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