



## Shivaji University, Kolhapur

### Information Regarding Degree Certificate

Sr. No.	Discription	Fees
1	a) Application for the Degree Certificate	Rs. 250/-
	b) With Late Fee	Rs. 350/-
	c) With Super Late Fee	Rs. 850/-
2	Application for the Urgent Degree Certificate	Rs. 1250/-
3	Application for Duplicate Degree Certificate	Rs. 1010/-
4	Attestation of Degree Certificate	Rs. 200/- (for each copy)
5	Verification of Degree Certificate	
	a. For Indian Agencies /Companies	Rs. 200/- (for each copy)
	b. For Foreign Agencies /Companies	Rs. 1000/- (for each copy)
6	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

### 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, मार्च या महिन्यामध्ये आयोजित असणा-या दीक्षान्त समारंभाच्या दरम्यान पदवी प्रमाणपत्र संबंधीत विद्यार्थ्यांना 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 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 distributed during the Convocation and after the Convocation.



## SHIVAJI UNIVERSITY, KOLHAPUR

### तात्काळ पदवी प्रमाणपत्र

ज्यांना काही अति महत्वाच्या कामाकरिता पदवी प्रमाणपत्राची गरज असल्यास त्यांनी 548 (अ) हा अर्ज भरून पदवी प्रमाणपत्रा प्राप्त करून घ्यावे. त्याचे शुल्क रु. 1250/- इतके आहे व 548 (अ) हा अर्ज व शुल्क प्राप्त झाल्यानंतर साधारणपणे 30 ते 40 दिवसांमध्ये पदवी प्रमाणपत्रा प्राप्त होईल

तात्काळ पदवी प्रमाणपत्राची आवश्यकता असल्यास ते मिळण्याकरिता विद्यापीठाच्या संकेतस्थळावरून ([www.unishivaji.ac.in](http://www.unishivaji.ac.in)) परिनियम 548 (अ) नुसार फॉर्म उपलब्ध करून घ्यावा व सदर फॉर्म भरून त्याचेवर एक फोटो लावावा. व एक फोटो स्टेपल करावा, अर्जासोबत अंतिम वर्षाच्या गुणपत्रकाची सत्यप्रत, तसेच वित्त व लेखा अधिकारी, शिवाजी विद्यापीठ यांचे नावे असलेला राष्ट्रीयकृत बँकेचा रु. 1250/- चा डी.डी. जोडून सर्व कागदपत्रे मा. परीक्षा नियंत्रक, शिवाजी विद्यापीठ, कोल्हापूर - 416004 यांचे नावे पाठवावेत. उपरोक्त कागदपत्रे कार्यालयास प्राप्त झालेनंतर तात्काळ पदवी प्रमाणपत्र साधारण 30 ते 40 दिवसामध्ये उपलब्ध होईल. अशा पध्दतीने प्रमाणपत्र मिळणेकरिता विद्यार्थ्यांसाठी तरतूद/सोय विद्यापीठाने केली आहे, पण तो हक्क नाही.

### Urgent Degree Certificate

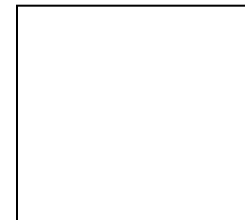
Students those who are urgently need of Certificate can apply for urgent Degree Certificate under the Statute 548 (A) form. Fee for this is Rs. 1250/- and the time period is 30 to 40 days.

Those who have passed final examination and those who want Degree / Diploma / Certificate on urgent basis. They should get the form Under Statute 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. 1250/- in favour of The Finances and Account Officer, Shivaji University, 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 30 to 40 days after receiving above documents.

## SHIVAJI UNIVERSITY, KOLHAPUR

### Application for Urgent Degree Under “Statute 548(A)” after Convocation

To,  
THE CONTROLLER OF EXAMINATION  
SHIVAJI UNIVERSITY,  
KOLHAPUR 416 004



Sir,

I hereby apply to obtain my Degree /Diploma/Certificate Under “Statute 548(A)”  
(Urgent Degree Certificate )

1. Name of the Student	:	Shri/Smt
2. Mother’s Name	:	
3. Faculty /Course Name	:	Name of the College :
4. Seat No.	:	PRN Number :
5. Month & Year of Passing the Examination	:	
6. Class/Grade Obtained	:	
7. Special Subject (Methods in case of B. Ed.)	:	
8. Address for Posting the Certificate	:	Pin Code :
9. Phone No/Mobile No/	:	
10. Fee	:	1250/- In the Form of : Cash OR D.D. If D.D Please give the D.D. No. & Bank Name :

**DECLARATION :**

I declare that this information submitted by me is true to the best of my knowledge and I agree with the rules of 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.

Signature of the Student

**INSTRUCTIONS :**

1. All the entries in the form should be filled in neatly and correctly. Incorrect, incomplete, form and forms with insufficient information will not be accepted.
2. A copy of final year mark list must be attached.
3. Two copies of recent photo – one stapled with the form and one pasted in the space provided.
4. D.D. of Rs.1250/- - should be enclosed with the application .(D.D should of any Nationalized bank and drawn in favour of “FINANCE & ACCOUNTS OFFICER ” Shivaji University, Kolhapur. Payable at Kolhapur.
5. If student is submitting application form personally he/she can deposit the fee of Rs. 1250/- at Cash Section in Main Building Room No.107.
6. Urgent Degree Certificate will be issued within 40 days from the receipt of the complete application form. This is a provision and facility for the student of this University, and not a right.
7. The students who have already submitted an application for degree certificates cannot apply under this scheme.
8. Application fee paid under the scheme is non-refundable.



## SHIVAJI UNIVERSITY, KOLHAPUR

### डुप्लीकेट पदवी प्रमाणपत्र

ज्या विद्यार्थ्यांनी पदवी / पदवीका / प्रमाणपत्र यापूर्वीच घेतले आहे व त्यांच्याकडून ते गहाळ अथवा हरवले असल्यास आणि त्यांना डुप्लीकेट पदवी प्रमाणपत्राची आवश्यकता असल्यास त्यांनी डुप्लीकेट पदवीप्रमाणपत्र मिळण्यासाठीचा अर्ज उपरोक्त संकेतस्थळावरून उपलब्ध करून घ्यावा व सदरचा फॉर्म भरून त्या सोबत अंतिम वर्षाच्या गुणपत्रकाची सत्यप्रत, पदवीप्रमाणपत्राची सत्यप्रत प्रत (उपलब्ध असल्यास) व पोलीस स्टेशनकडून मिळालेला FIR दाखला आणि रू. 100/- च्या स्टॅम्प पेपरवर तहासिलदार / नोटरी यांचेकडून पदवी प्रमाणपत्र गहाळ झालेचा अॅफडेव्हिट तसेच वित्त व लेखा अधिकारी, शिवाजी विद्यापीठ यांचे नावे असलेला राष्ट्रीयकृत बँकेचा रू. 1010/- चा डी.डी. जोडून ही सर्व कागदपत्रे मा. परीक्षा नियंत्रक, शिवाजी विद्यापीठ, कोल्हापूर - 416 004 यांचेकडे पाठवावीत. उपरोक्त कागदपत्रे कार्यालयास प्राप्त झालेनंतर डुप्लीकेट पदवी प्रमाणपत्र 15 ते 20 दिवसामध्ये उपलब्ध होईल.

### 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.



# 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.



## SHIVAJI UNIVERSITY, KOLHAPUR

दुय्यम (डुप्लीकेट) पदवीप्रमाणपत्र मागणी अर्जासोबत रु. 100/- च्या मुद्रांक पेपरवर (स्टॅम्प पेपर) द्यावयाच्या प्रतिज्ञा पत्राचा (ऑफिडेव्हिट) 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 कमांकाने -----  
 या साली ----- या श्रेणीतून पूर्ण केलेला आहे व या अभ्यासक्रमाचे पदवी  
 प्रमाणपत्र ----- 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 -----

D E P O N E N T





## SHIVAJI UNIVERSITY, KOLHAPUR

### Application for the Attestation of Degree Certificate

Shri./Smt. -----

Present Address: -----

-----

-----

-----

Mobile No. -----

Phone No. -----

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

Sir,

I wish to get my ----- (Name of the Degree) Degree Certificate  
duly attested by the Shivaji University, Kolhapur for the propose of -----

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Thanking you,

Yours faithfully,  
(Signature)

(Name : ----- )

#### Instructions :

- 1) For Attestation of Degree fee is Rs.200/-, payment may be made by cash or D.D. (D.D. in favour of Finance & Accounts Officer, Shivaji University, Kolhapur).
- 2) Attach number of copies of your Degree as per your requirement plus attach one extra copy of Certificate and one copy of final year marksheet.



## SHIVAJI UNIVERSITY, KOLHAPUR

### Format for to get verification of Degree Certificate

( On letter Aid)

#### 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.

Sr. No.	Name and Address of the Candidate	Mobile No./ Phone No.	Name of the Degree
1			
2			

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.