



GANPAT UNIVERSITY

Ganpat Vidyanagar- 384012,
Mehsana-Gozaria Highway,
Mehsana, GUJARAT, INDIA

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E-mail :		info@ganpatuniversity.ac.in
Web site :		www.ganpatuniversity.ac.in

APPLICATION FORM FOR OBTAINING THE DUPLICATE CERTIFICATE

(Certificate for which applied for: Mark Sheet or Grade Card/ Degree or Diploma Certificate)

Enrollment No./Examination No.:										Details of payment made(Online/DD)										
Degree & Branch:										Demand Draft No.:										
College/Institute Name:										D. D. Date:										
										Bank Name:										
										Amount Paid Rs.:										
1.	Name of the Student (As per the last semester/year Marksheet or Grade Card)																			
2.	Address for Communication:																			
										PIN CODE										
Phone: (R)					(M)					E-mail:										
3.	Gender:		Male /Female																	
4.	(a) For duplicate Marksheet: Mention the semester/year for which Marksheet requested.					Semester/Year														
	(b) For duplicate Degree/Diploma certificate: Mention the Year in which degree /diploma was conferred					Exam Type		Regular/Remedial												
					Convocation Year:															
5.	Reason for seeking the Duplicate Certificate:																			
6.	Declaration: I solemnly declare that the particulars given above are correct to the best of my knowledge. I also understand that if the information provided by me in the form is incorrect, incomplete or false, my application will be rejected upon detection at any stage.																			
Place:																				
Date:										Signature of the Candidate										
FOR OFFICE USE ONLY																				
a.	Application Checked by:									d.	Request Approved by the Registrar									
b.	Office Record Verified by:																			
c.	Recommendation of Controller of Examination:									e.	Certificate issued on:									

INSTRUCTIONS

1. Application should be made by the candidate in the prescribed format and should be submitted at
**Ganpat University Central Office,
Admin Section,
Ganpat Vidyanagar- 384012,
Mehsana-Gozaria Highway,
Mehsana, GUJARAT, INDIA**

2. The following documents should be enclosed along with the **application form**.
 - (a) An affidavit duly signed and notarized by a First Class Magistrate detailing the circumstances under which the original certificate was lost/destroyed. (As per the format attached herewith)
 - (b) Photocopy of the marksheet / degree or diploma Certificate for which duplicate certificate is required **(if available)**

3. The fee for the issue of various certificate is as follows:
 - (a) Marksheet/Grade Card -- **Rs. 500/- per Marksheet/Grade Card**
 - (b) Degree or Diploma Certificate -- **Rs. 2000/-**

4. The fee should be paid in the form of **Demand Draft** in favour of the **“Ganpat University payable at Mehsana”** or through **RTGS** with details as under: (The Cheque of any type shall not be accepted)
 - **Online Payment Through :-** <https://paytm.com/education?op=Ganpat%20University>
 - **RTGS Details:-**
 - **Bank Name: The Mehshana Urban Co-op Bank Ltd.,**
 - **Branch: Ganpat Vidyanagar**
 - **Account Name: Ganpat University**
 - **Account No. 00261001000948**
 - **IFSC Code: MSNU0000026**

5. Fee once paid will not be refunded nor adjusted for any other certificate under any circumstances.

**FORMAT OF AFFIDAVIT TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF
RS. 50/- BEFORE A FIRST CLASS MEGISTRATE FOR ISSUE OF DUPLICATE CERTIFICATE**

- 1) I _____ Son/Daughter of _____ aged _____ Years, an alumni / student of <Degree Name> Degree of <Institute Name> constituent college of Ganpat University, Ganpat Vidyanagar, Mehsana Gozariya Highway, Dist: Mehsana, Pin: 384012 with Enrollment/Examination number _____ and residing at <Your Home Address> do hereby solemnly and sincerely state as follows.
- 2) My (i) * Marksheet / Grade Card of Semester/Year _____, Examinations held during _____
(ii) * Degree/Diploma certificate issued at the Convocation held on _____
is/are lost.
- 3) I file this affidavit for the purpose of receiving duplicate certificate.
- 4) I will return immediately the duplicate certificate(s) to the University once my original Certificate (s) is / are recovered by chance.
- 5) The facts stated are true and correct to the best of my knowledge and if found false by the University, I shall abide by the decision of the University.
- 6) I also undertake that if my original Diploma/Degree/Certificate which has been lost, if put to any unfair use by the person who may lay hands on it, I shall stand for the damages which may accrue from such use.

Place :

Date :

Signature of the Candidate

Solemnly affirmed

at(place)

thisday of 20.....

and his / her signature is affixed in my presence.

Signature of Deponent

Address:

Office seal :

* delete which is not applicable and add in case of Multiple Marksheets.