



# GANPAT UNIVERSITY

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

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	<b>Toll Free</b>	180023312345
<b>E-mail :</b>		<a href="mailto:info@ganpatuniversity.ac.in">info@ganpatuniversity.ac.in</a>
<b>Web site :</b>		<a href="http://www.ganpatuniversity.ac.in">www.ganpatuniversity.ac.in</a>

## 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.:												<u>Details of payment made(Online/DD)</u>												
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.	<b>Declaration:</b> 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												
<b>FOR OFFICE USE ONLY</b>																								
a.	Application Checked by:											d.	Request Approved by the Executive 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 Mehsana 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)

this .....day 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.