

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

Application for the issue of Second Original/Consolidate/Correction / R.N.C.L. Marks Cards / Rank / Verification of Documents / Transcripts / Provisional Pass / Other Certificate

Note :

- The Application is to be sent to The Registrar (Evaluation), Mangalore University, Mangalagangothri, D.K. Karnataka, India - 574 199.
- Incomplete applications will be rejected, and the fee paid is non refundable under any circumstances.

1. Personal Details :

Name of the Candidate (in Block Letters) :		
Nationality :	Male <input type="checkbox"/> Female <input type="checkbox"/> Others <input type="checkbox"/>	
Registration Number :		
Course / Programme (For Engineering mention the Branch) :		
College / Department :		
Phone Number :	Email ID :	

2. Service/s Provided :

Note : Please make separate applications for each of the following main items. Details of the fees and other information are given overleaf. Tick for the service/s you are applying for, and specify the year / semester of the courses for which marks cards are required / submitted.

Service Required	Number of Original Marks Cards Submitted	Details (Passing Year / Semester details / Nature of the Correction)	
A. Marks Cards : (The marks card/s will be sent to the concerned college)			
(i) Second Original Marks Card/s <input type="checkbox"/>			
(ii) Consolidated Marks Card/s <input type="checkbox"/>			
(iii) Correction / Damage Marks Card/s <input type="checkbox"/>			
(iv) RNCL Marks Card <input type="checkbox"/>			
Certificate	Details (Month, Year of Passing / Nature of Correction)		Address to which document/s to be sent
B. Provisional Pass Certificate <input type="checkbox"/>		By Hand <input type="checkbox"/>	
C. Provisional Degree Certificate <input type="checkbox"/>		By Post <input type="checkbox"/>	
D. Pass Certificate <input type="checkbox"/>			
E. Second Original / Correction Degree / Diploma Certificate <input type="checkbox"/>			
F. Ranks / Second Original Rank Certificate <input type="checkbox"/>			
G. Marks Transcripts <input type="checkbox"/>			Pincode :
H. Any other certificate (Pertaining to University Examination) <input type="checkbox"/>			Ph No. :
I. Verification of Documents. <input type="checkbox"/>			E-mail ID :

3. Payments Details : Details of the fees and different modes of payment are given overleaf.

Online Payment Challan Demand Draft

Online Payment Ref. No./ Challan No./D.D. No.	Amount (in Rs.)	Date	Name and Place of the Bank (only for D.D.)

Place : _____ Date : _____ Signature of the Candidate : _____

Forwarded to the Registrar (Evaluation), Mangalore University, for needful.

Place : _____ Date : _____ Signature of the Principal : _____

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4. Acknowledgement

(Only for those who submit the application in person to the University)

Personal Details	For Office Use only		Initial of the Receiving Clerk with Date
Name of the Candidate:	Second Original Marks Card/s <input type="checkbox"/>	Rank / Second Original Rank Certificate <input type="checkbox"/>	
Registration Number :	Consolidated Marks Card/s <input type="checkbox"/>	Verification of Documents <input type="checkbox"/>	
College / Department :	Correciton/Damage Marks Card/s <input type="checkbox"/>	Marks Transcripts <input type="checkbox"/>	
Course / Programme :	RNCL Marks Card <input type="checkbox"/>	Any other Certificate <input type="checkbox"/>	
Phone Number :	Provisional Pass / Pass / Provisional Degree Certificate <input type="checkbox"/>	Number of Original Marks Cards	
	Second Original / Correction Degree Certificate <input type="checkbox"/>	Number of Original Degree Certificate	

FEE DETAILS / MODE OF PAYMENT AND INSTRUCTIONS TO THE APPLICANTS

1. Fee Details

PARTICULARS	Prescribed Fee (in Rs.)					
	Application Fee	Under Graduate	Post Graduate	Ph.D.	D.Sc. D.Litt.	Is Penal Fee Applicable*
A. (i) Second Original marks Card (per Marks Card) Subsequent Second Original Marks Card (Per Marks Card)	120	1000	1500	-	-	YES
	120	1000	2500	-	-	YES
A. (ii) Consolidated Marks Card (Per passing attempt)						
A. (iii) Correction Marks Card (After laps of 6 months from the date of issue) (Per passing attempt)	120	390	440	440	-	YES
A. (iv) RNCL Marks Card	120	390	440	-	-	YES
B. Provisional Pass Certificate (Valid for 6 months)	120	260	660	-		NO
C. Provisional Degree Certificate (Valid till ensuring Convocation)	-	1100	1100	1100		NO
D. Pass Certificate	-	830	880	-		NO
E. Second Original Degree / Diploma Certificate	120	1500	2000	4000	6380	YES
Second Subsequent Second Original / Correction Degree / Diploma Certificate	120	3000	3000	7000		-
Correction of Degree / Diploma Certificate (After laps of 6 months from the date of issue)	120	1000	1500	2000		YES
F. Rank/Second Original Rank Certificate		120		-	-	NO
G. Marks Transcripts		5000		-	-	NO
H. Any other Certificate in the prescribed format (pertaining to University Examination)			1000			NO
						8000 (For information in the performa of Foreign University.)
<p>● Penal Fee : Rs. 250 per every additional year after a lapse of THREE YEARS from the date of passing the respective examination</p>						
I. Document Verification	Prescribed Fee (per document) (in Rs. unless mentioned otherwise)					
1. Verification of marks card by the candidate	770					
2. Verification of degree certificate by the candidate	800					
3. Enquiries from others (within India)	1500					
4. Enquiries from Abroad / Foreign Embassy	USD 200 (per Programme)					
5. Verification of additional copies when applied simultaneously [I (1) - I (4)]	25% of the prescribed fee					
6. Additional postal / service charges for mailing documents outside India (per set)	1500					

2. **Modes of Payment :** Payment of the fee may be made through any one of the following modes.

a. **Online Payment :** One may follow the following steps for paying the prescribed fee <https://mangaloreuniversity.ac.in> → Online Fee collection (accept the terms and conditions) → Fees Examination Related Activities 008 → Fill the relevant fields → Mention the amount against the service applying for. Pay the fees using any one of the different modes available. Enclose **a copy of the receipt** with this application.

b. **Offline Payment :**

i) **Challan :** The prescribed fee may be remitted to the SBI / Bank of Baroda / Canara Bank through challan to "Mangalore University" funds and Original Quadruplicate (**to be submitted to the University**) copy of the challan is to be enclosed with this application.

ii) **Demand Draft :** The prescribed fee can be paid through a DD drawn in favour of "The finance Officer, Mangalore University". Enclose **Original D.D.** with the application

3. **Instruction to the Applicants :**

a) Provisional Pass/Degree Certificate will be issued only from the announcement of the Final degree examinations / passing the respective examination till the date of ensuring Convocation. After that Provisional Pas / Degree Certificate will not be issued and students are entitled to receive the Degree Certificate / Pass Certificate.

b) For items A(i) and E (second original marks card / degree certificate), following documents shall be enclosed

1. Original Affidavit on a stamp paper of Rs.20/- sworn before a Judicial Magistrate or a Notary Public towards the loss of Marks Card / Degree Certificate
2. Certified copy of the Police Complaint lodged at the Police station for having lost the Marks Card / Degree Certificate.

c) For item A (ii) original Marks cards of each attempt shall be surrendered along with the application.

d) For item A (iii) and E (correction marks card / degree certificate) following procedure shall be followed.

1. Attested photocopy of SSLC / PUC / DEGREE marks card / certificate should be enclosed.
2. The application shall be sent through the college with specific remarks of the Principal.

e) For item A (iv) following procedure shall be followed.

1. Original marks card of the final semester / year shall be surrendered along with the application
2. Attested photocopies of the marks cards of all the lower semesters shall be enclosed with the application.

f) For items B, C, D, photocopies of the marks cards of qualifying examination shall be enclosed and in case of B.Sc. in FD/FND/FT, BHM BHS, B.Arch, Medical examinations copy of the in house training / internship training certificate duty attested by the principal shall be enclosed.

g) The students who are foreign nationals shall pay **three times the fee** fixed for all the items.

h) While collecting any of the documents (mentioned in items B, C, D, E, F, G, H, I) the candidate shall produce an identity card with photo.

i) The fee details are subject to change from time to time and may be obtained from the University Office/College/Department Office/University Website <https://mangaloreuniversity.ac.in>

Do not write anything below this line

Space behind Acknowledgement

