



# MANGALORE UNIVERSITY

## APPLICATION FOR THE ISSUE OF DUPLICATE, CONSOLIDATED, CORRECTIONS, N.C.L. REMOVAL OF MARKS CARD/RANK/ /PROVISIONAL PASS CERTIFICATE/VERIFICATION ETC.

1) a) Name of the Candidate (in block letters) as registered for a University examination and Postal address with contact number.

b) Male/Female :

c) Nationality :

2) a) Duplicate Marks Card (Specifically mention the items/or which applied)

b) Consolidated Marks Card

*Note: Specify the year/semester of the course for which the marks cards are required*

c) i) Provisional Pass Certificate

ii) Provisional Degree Certificate

d) Duplicate Degree/Diploma Certificate

e) Rank Certificate / Duplicate Rank Certificate

f) Corrections in Marks Card/Name/RNCL/Degree Certificate

g) Any other Certificate/Document

h) Verification of Documents

*Note: Please read the instructions carefully given Overleaf before filling up the application.*

3) Name of the examination :  
(For Engg. Exam. Mention the branch)

4) Institution studied:

5) Register number with year & month of Passing the above examination.

6) Details of amount paid

The prescribed fee may be remitted to the State Bank of India/Vijaya Bank/Canara Bank through challan to Mangalore University funds" and the challan be enclosed to this application or through a D.D. payable to "Finance Officer, Mangalore University, Mangalagangothri"

Name and Place  
of the Bank/  
Office

Receipt No.  
Challan/  
D.D. No

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Date:

Amount ₹.....

### NOTE

1. This application is to be sent to the Registrar (Evaluation), Mangalore University, Mangalagangothri - 574 199, D.K. District, Karnataka State.
2. Details of fees and other information are given overleaf.
3. Please make separate application for each item.
4. Cheques and Indian Postal Orders are not accepted.
5. Incomplete application will be rejected.
6. Refund of amount is not permissible under any circumstances.

Place :

Date :

Signature of the Candidate

Forwarded to the Registrar (E), Mangalore University, Mangalagangothri, for needful

Place:

Date:

Principal

**FEE DETAILS 2016-17 (w.e.f. 01.06.2016)**

PARTICULARS	PRESCRIBED FEE				
	Application Fee (₹)	Under Graduate (₹)	Post Graduate (₹)	M.Phil & Ph.D (₹)	D.Sc./ D.Litt. (₹)
A) i) Duplicate Marks Card (per Marks Card)	100.00	690.00	1,050.00	-	-
ii) Second subsequent Duplicate Marks Card	100.00	1,380.00	1,600.00	-	-
B) i) Consolidated Marks Card (per passing attempt)	100.00	350.00	400.00	-	-
C) i) Provisional Pass Certificate	100.00	230.00	600.00	800.00	-
ii) Provisional Degree Certificate (valid for 6 month)	-	1,000.00	1,000.00	1,000.00	-
D) i) Duplicate Degree/Diploma Certificate	100.00	1,200.00	1,500.00	2,900.00	5,800.00
ii) Second subsequent Duplicate Degree/ Diploma Certificate	100.00	2,300.00	2,900.00	5,800.00	-
E) Rank Certificate/Duplicate Rank Certificate	100.00	-	-	-	-
F) Corrections/Removal of NCL in Marks Card submitted after laps of 6 months from the date of issue.	100.00	350.00	400.00	-	-
G) Correction of Degree Certificate submitted after laps of 6 months from the date of issue	100.00	700.00	800.00	1,400.00	-
H) Verification of Degree Certificates/PDC/Mark Cards (Each):	<b>PRESCRIBED FEE</b>				
1) Enquiries from Abroad/Foreign Embassy	US \$ 168				
2) Enquiries from Police/Govt./Quasi Govt. Organizations/Indian Embassy/Private agencies	₹ 1,350.00				
3) For furnishing information in the proforma of Foreign University	₹ 7,100.00				
4) Verification of Degree certificate by Candidate	₹ 700.00				
5) Verification of Mark Card by Candidate	₹ 700.00				
6) Fee for verification of Additional copies when applied simultaneously (each):	10% of the fee fixed for Verification				
I) Verification and mailing of documents outside India (per document/per set) (Postal charges)	₹ 1070.00				
J) providing any information/certifying and document pertaining to University examinations covered above	₹ 700.00 (per page subject of a Maximum of Rs 1000/-)				

**NOTE**

- Candidates applying for any of the items above except 2 (C) & h after a lapse of THREE years from the date of passing the respective examinations shall have to pay a penal fee of ₹ 230.00 plus ₹ 230.00 for every additional year.
- Provisional pass certificate will be given only from the announcement of the Final Degree Examinations till the date of the ensuring Convocation. After that candidates are entitled to receive the Degree Certificate only (Provisional Pass Certificate will not be issued). Pass Certificate will be issued on payment of ₹700/- for UG and ₹800/- for PG Courses.
- Items under Sl.No. 2 (a) (b) and (f) will be issued through the Institution where the candidates has studied. Hence candidates have to collect the marks cards from the respective Institutions.
- For items 2 (a) and 2 (d) the following documents shall be enclosed.
  - Original Affidavit on a stamp paper of ₹20/-sworn before a Judicial Magistrate OR a Notary Public towards the loss of Certificate/Marks card.
  - Certified copy of the Police complaint lodged at the Police Station for having lost the Certificate/Marks card.
  - The application should be sent through the Principal with specific remarks of the Principal of the college.
- For item No. 2 (b) each attempts marks card in original shall be surrendered along with the application.
- For items No. 2 (f) the following procedure be followed.
  - Attested Xerox copy of S.S.L.C/P.U.C/Degree or its equivalent certificate should be enclosed
  - The application shall be sent through the college with specific remark of the Principal.
- For item No.2 © the Xerox copy of Qualifying examination shall be enclosed and in case of B.Sc. in FD/GD/LD/BHM/BHS/B.Arch./Medical examinations the copy of in house training/internship training certificate duly attested by the Principal shall be enclosed.
- The students who are foreign nationals shall pay three times the fee fixed of all the items.
- \*The fee details are subject to change from the time to time and may be obtained from University office/College Office/University Website: [www.mangaloreuniversity.ac.in](http://www.mangaloreuniversity.ac.in).