



# Kamdhenu University

Our Motto: Welfare of all living beings

(Established by Government of Gujarat vide Gujarat Act No.9 of 2009)

## Application for Receiving Diploma Certificate

Recent  
Passport  
size  
photograph

Student's Registration No. ....

### **Personal Details:**

Name as per last Mark sheet/ Transcript	(Surname)																		
	(First Name)																		
	(Middle Name)																		

Correspondence/Postal Address										Permanent Address									
Pin code										Pin code									
Email-ID :																			
Student's Contact No.:																			
Guardian's Contact No.:																			

### **Educational Details:**

Diploma  Year of Passing

OGPA  Class

Name of Polytechnic :

Diploma to be obtained : Presentia (In Person)  Absentia :

### **Fees Details:**

Demand Draft No	Name of the Bank	DD Issue Date	Rs.

I have read carefully the General instructions for students applying for obtaining Diploma and I agree to all the conditions. I know that any information or statement made above if found to be false or incorrect or if I am found ineligible for issue of Diploma certificate my Diploma will be withdrawn and my name will be deleted from Diploma Register and I will be liable to legal action by the University.

Signature of Student

Date :

Place:

Seal and Signature of Principal

## **General instruction for the student applying for obtaining Diploma at the DIPLOMA CERTIFICATE DISTRIBUTION PROGRAMME**

1. The Venue of the programme will be as declared by the University from time to time.
2. Candidates seeking a Diploma certificate must apply in prescribed form and shall pay prescribed fees.
3. Those candidates who have passed their Diploma examinations conducted by Kamdhenu University shall apply in prescribed form available on the Kamdhenu University Website: [www.ku-guj.org](http://www.ku-guj.org) from **November 18, 2019** onwards.
4. Demand Draft of Rs. 500/- (Rupees five hundred only) of Nationalised bank for obtaining Diploma in *presentia* (in person) or Rs.1000/- (Rupees one thousand only) for obtaining Diploma in *absentia* issued in favour of "**Kamdhenu University Fund Account**" payable at Gandhinagar should be accompanied along with the application form.
5. Fee once paid is non-refundable.
6. Fee submitted through any other mode like Cash, Money Order, Pay Order, Cheque, IPO etc. will not be accepted.
7. Please fill correct information carefully in the form. Please check and recheck your Name, Registration Number, Course, Passing Year, OGPA, Class and see that all details are filled up correctly. This will be reflected in your Diploma certificate.
8. Please download the application form from website **www.ku-guj.org** and the application form duly filled in along with the photocopy of last mark sheet/Transcript, P.D.C. and recent passport size photograph must accompany a Demand Draft be sent to the principal of respective Polytechnic by **November 27, 2019**.
9. Candidates intending to receive Diploma in *absentia* should give their Correspondence/Postal address with pin code and contact number so that the Certificate is delivered correctly.
10. Candidates receiving their Diploma in person (*presentia*) are requested to be present on the day and time at the place fixed for Diploma Certificate Distribution Programme. They must be in the full academic costume: Male candidates shall wear white dress of the Chorni/Trousers and Zabhas/Kaphani/Shirt. Female Candidates shall wear white Sari and white blouse/Salwar kurta. Candidates who are not in their proper academic costume will not be permitted to receive their Diploma in person.
11. The last date of filling up the Application form is **November 27, 2019**. The hardcopy should reach to the Principal of respective Polytechnic by **November 27, 2019**. The principal of respective Polytechnic should send all applications to the office of the Registrar before **December 02, 2019**.
12. The Diploma certificate will be distributed separately at the venue of the Diploma Certificate Distribution Programme. Candidates shall have to produce original receipt/Valid I-Card duly signed by them for obtaining the certificate.
13. Complaints regarding Diploma certificates if not received or received with errors should be made within one month from the date of the Diploma Certificate Distribution Programme.
14. Candidates who have applied for their Diploma in *absentia* will be sent their Diploma certificate at the Correspondence/Postal address given in their convocation application form.
15. In case candidate gives wrong / Incorrect or false statements with regards to Course, Marks/OGPA, Class or any other information sought in the application form, he/she will be liable to legal action and his/her Diploma will be cancelled.