



Kamdhenu University, Gandhinagar

INSTRUCTIONS

1. Application should be made by the candidate in the prescribed format and should be submitted to

**The Registrar,
Kamdhenu University
B1-wing, 4th Floor, Room No.415,
Karmayogi Bhavan, Block-1,
Sector - 10A, Gandhinagar -382010**

2. The following documents shall be enclosed with the **application form**.
 - (a) An affidavit duly signed 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/Transcript for which duplicate certificate is required (**if available**).
3. The fee for the issue of Duplicate Mark sheet/ Transcript is **Rs. 1000/- (Rupees One Thousand Only) Per Marksheet/Transcript and Rs. 2000/- (Rupees Two Thousand Only)** for degree / diploma Certificate.
4. The fee should be paid in Cash or through Demand Draft in favour of the **"Kamdhenu University Fund Account" Payable at Gandhinagar.**
(The Cheque of any type shall not be accepted)
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. 20/- BEFORE A FIRST CLASS MAGISTRATE FOR ISSUE OF DUPLICATE MARKSHEET/ TRANSCRIPT/ CERTIFICATE.

I undersigned,

Name :.....

Father/Husband Name:.....

Age:.....

Address:.....

.....

do hereby declare on oath that I was the student of
(Name of Program) at Kamdhenu University, Gandhinagar with Registration number
.....

I had appeared in the examination of in April-May / November- December
..... I had received the Marksheet / Transcript from Kamdhenu University,
Gandhinagar for aforesaid examination, which is lost/ stolen/torned. I could not found my original
Marksheet/ Transcript in spite of my sincere efforts.

Herewith I assure that I will not misuse the duplicate Marksheet/ Transcript issued to me in any
circumstances.

I also declare that if my lost Marksheet/ Transcript will be found in future, I will return the
duplicate Marksheet/ Transcript issued to me.

I also submit my undertaking that if my original Marksheet/ Transcript which has been lost will
be misused by any one, I shall stand responsible for the damages occur from unfair use of
Marksheet/ Transcript.

Place :

Date :

Solemnly affirmed

at (place)

this day of 20

and his / her signature is affixed in my presence.

Signature of the Candidate

Signature of Deponent
Address:
Office seal:



Kamdhenu University

Our Motto: Welfare of all living beings

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

Read: Resolution No.17.6 of minutes of Seventeenth Meeting of the Board of Management held on 12/01/2021 at Seminar Hall, Room No.427, 4th Floor, Block-1, Karmayogi Bhavan, Gandhinagar.

NOTIFICATION

It is hereby notified to all concerned that the Board of Management in its Seventeenth Meeting vide Item Note No 17.6 has resolved as under:

Resolution

“The Board of Management approves the Document Verification charges of Marksheet, Transcript, PDC, Degree Certificate etc., given as below to be implemented in Kamdhenu University, henceforth as per the recommendation of the Academic Council.”

Sr. No.	Details of Certificate Fee	Fee Rs. (Per document)
1	The employment agency, employing company, institute recruiting the candidate requires to verify the document within India.	Rs. 200/-
2	If any foreign employment agency/employee company etc, requires document verification.	\$ 35 +\$ 35 (clearance charges)
3	If any school/educational institute or the individual student requires document verification.	Rs. 200/-
4	If any embassy requires document verification.	Free of Cost
5	If any other institute other than the above mentioned four categories.	Rs. 200/-
6	Attestation of educational documents study in India/abroad (per document)	Rs. 50/- + Rs. 500/- courier/postage charges or equivalent currency


(Registrar)

No.KU/Reg/Acad/17-BoM/1707-1732/2021

Date 08/02/2021

P.T.O.



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CFWCS for information:

1. All members of the Board of Management
2. All Officers of the University
3. All Principals of constituent/affiliated Polytechnic/College/
Institutions.

CC:

1. Director of IT: for uploading on the KU Website
2. All Branches of Registrar Section
3. PS to Hon'ble Vice Chancellor
4. PS to Registrar
5. Notification / Order file