



## NOTIFICATION

**Sub:** Guidelines for Requirement of Documents, Fees, Timeline for issue of Marks Cards, Certificates, Transcripts etc.-reg.

**Ref:** 1. KSRDPRU Examination Ordinance 2018 dated: 10.10.2018

2. Proceedings of Executive Committee Meeting dated: 23.12.2020

3. Hon'ble Vice Chancellor Approval date: 09.01.2021

With respect to above stated subject and reference cited at (1) & (2) Guidelines pertaining to issue of Degree Certificate, Consolidated Marks Cards, Provisional Degree Certificates, Programme Completion Certificate, Transcripts, and Rank Certificate etc. are notified as under:

Sl. No.	Certificate/Service	Fees Prescribed	Documents Required	Timeline
1	Degree Certificate	₹ 1500/- + Penalty for subsequent years: ₹ 200/- per year	a) An application in the form prescribed by the University. (Annexure 1) b) Photocopies of all attempt-wise Marks Cards from first to final semester. c) Prescribed fee in the form of D.D./ Challan/ Online payment.	5 working days
2	Provisional Degree Certificate (PDC)	₹ 300/- ; For Duplicate: ₹ 250/-	a) An application in the form prescribed by the University. (Annexure 2) b) Photocopies of all attempt-wise Marks Cards from first to final semester (result sheet attested by the Head of the School only in case of final year, when result is announced but marks cards not issued) c) Prescribed fee in the form of D.D./ Challan/ Online payment.	5 working days

3	<b>Programme Completion Certificate(PCC)</b>	₹ 200/- ; For Duplicate: ₹ 100/-	<ul style="list-style-type: none"> <li>a) An application in the form prescribed by the University. (Annexure 2)</li> <li>b) Photocopies of all attempt-wise Marks Cards from first to final semester.</li> <li>c) Prescribed fee in the form of D.D./ Challan/ Online payment.</li> </ul>	5 working days.
4	<b>Transcript</b>	₹ 500/- for First Transcript + ₹ 300/- for each additional Transcript	<ul style="list-style-type: none"> <li>a) An application in the form prescribed by the University. (Annexure 2)</li> <li>b) Photocopies of the certificates on which attestation is to be made.</li> <li>c) Prescribed fee in the form of D.D./ Challan/ Online payment.</li> </ul>	5 working days
5	<b>Marks Card/ Degree Certificate/ PDC/ PCC/ RC Correction</b>	Within 30 days no charge. Degree Certificate - ₹ 400/- ; PDC - ₹ 300/- ; PCC - ₹ 200/- ; RC - ₹ 400/- ; Marks Card - ₹ 100/- + Penalty of ₹ 100/- per year thereafter.	<ul style="list-style-type: none"> <li>a) An application in the form prescribed by the University. (Annexure 2)</li> <li>b) Original Marks Card/Degree Certificate/PDC/PCC/RC.</li> <li>c) Proof of correct name in case name correction such as Eligibility Certificate, Lower Exam Marks Cards or any other document acceptable to University.</li> <li>d) For any other mistake in the Marks Card, the nature of mistake to be distinctly indicated in the application.</li> <li>e) Prescribed fee in the form of D.D./ Challan/ Online payment.</li> </ul>	7 working days
6	<b>Duplicate Marks Card/Degree Certificate</b>	Degree Certificate - ₹ 500/- + ₹ 200/- per year thereafter; Marks Card – ₹ 100/- + ₹ 50 per year thereafter.	<ul style="list-style-type: none"> <li>a) An application in the form prescribed by the University. (Annexure 2)</li> <li>b) Sworn affidavit in the prescribed form.</li> <li>c) Proof of police complaint in this regard.</li> <li>d) Prescribed fee in the form of D.D./ Challan/ Online payment.</li> <li>e) A newspaper clipping in case of Degree Certificate in this regard.</li> </ul>	7 working days
7	<b>Rank Certificate</b>	Original Free; Duplicate: ₹ 200/-	<ul style="list-style-type: none"> <li>a) An application in the form prescribed by the University. (Annexure 2)</li> </ul>	5 working

			b) Photocopies of all attempt-wise Marks Cards from first to final semester. c) Prescribed fee in the form of D.D./ Challan/ Online payment.	days
8	<b>Consolidated Marks Card</b>	₹ 150/- ; Duplicate: ₹ 100/- + Penalty of ₹ 50 per year thereafter	a) An application in the form prescribed by the University. (Annexure 2) b) Photocopies of attempt-wise Marks Cards of respective semester. c) Prescribed fee in the form of D.D./ Challan/ Online payment.	5 working days
9	<b>Optical Mark Recognition (OMR) / Examination Application</b>	₹ 75/- ; Additional ₹ 100/- per each OMR	a) Request Letter addressing Registrar, KSRDPR University.	NA
10	<b>Examination Admit Ticket / Hall ticket</b>	Original Free; Duplicate ₹ 100/- per each	a) Request Letter addressing Registrar, KSRDPR University.	NA

  
**Registrar**

Copy for information:

1. Hon'ble VC PS, KSRDPR University, Gadag.
2. Hon'ble Registrar PS, KSRDPR University, Gadag.
3. Finance Officer, KSRDPR University, Gadag.
4. Admission Section, KSRDPR University, Gadag.
5. To all the Programme Co-ordinators, KSRDPR University, Gadag.
6. Computer Section to display on website.