

# VIDYASAGAR UNIVERSITY

Rs. 40.00

Candidates applying for B.A./B.Sc./B.Com./ (Three-Year Course)/  
M.A./M.Sc./M.Com./Diplomas should supply Rolls & Nos. of both  
Parts I & II Examination.



FORM OF APPLICATION FOR

DUPLICATE DIPLOMA/CERTIFICATE/ADMIT CARD/SPECIAL CERTIFICATE/  
PROVISIONAL REGISTRATION CERTIFICATE/MIGRATION CERTIFICATE/ MARK SHEET

TO

THE CONTROLLER OF EXAMINATIONS/REGISTRAR OF

VIDYASAGAR UNIVERSITY, MIDNAPORE

The Principal / head of Deptt. / Director, D. D. E.

THROUGH .....

Sri ..... (Name in full)

Designation —

Sir,

I have to request you to be so good as to issue a Duplicate  
Provisional .....

..... in my favour for the following Examination

Passed

I appeared at the ..... Examination,  
was registered for (Registration No .....  
Session .....

in the year .....  
(with MONTH, if appeared at the Compartmental Examination)

With Roll / Numbers and Years as follows :—

Semester I – Roll ..... No. .... 20 .....

Semester II – Roll ..... No. .... 20 .....

Semester III – Roll ..... No. .... 20 .....

Semester IV – Roll ..... No. .... 20 .....

Semester V – Roll ..... No. .... 20 .....

Semester VI – Roll ..... No. .... 20 .....

from ..... College / DDE / Deptt.

Division

in the .....

Class in .....

(Subject)

The prescribed fee of Rs. .... (Rupees .....  
..... ) only was received by the Cash  
Department of Vidyasagar University on .....

Yours faithfully,

Date ..... 20.....

Signature of the Applicant

Address :

NAME IN FULL (in block letters)

+ Memo No. ....

Forwarded to the Controller of Examinations / Registrar for  
necessary action. The above statement is believed to be true.

Contact No. :

.....

Signature .....

Date ..... 20.....

Principal / Head / DDE

Sri .....

(Seal)

(Full name in Block letters)

Designation —

Address —

For verification notes by the Controller  
Officer / Registrar's Office —

Challan No. —

Dated —

Verified by —

Dated —

(2)

RULES AND CONDITIONS THE ISSUE OF DUPLICATE AND PROVISIONAL ADMIT CARDS,  
CERTIFICATES, DIPLOMAS AND SPECIAL CERTIFICATE AND  
REGISTRATION CERTIFICATE

- (A) A Provisional Certificate of Diploma is issued to a candidate if the Certificate is required before the issue of the original ones.
- (B) Duplicate Certificates, Admit Cards of Diplomas are issued to candidates if such copies are required by then after the issue of original ones.
- (C) Special Certificate may be issued under special circumstances before and after the issue of original ones.
- (1) Applications for the issue of any of the items in the above A. B. C. are to be properly countersigned and sent to the Controller of Examinations along with the required fee.
- (2) No such application will be entertained unless forwarded by the Head of the Institution from which the candidate was sent for being enrolled for the examination concerned.
- (3) Under no circumstances it is delivered or sent to the candidate.
- (4) Rate of Fees :—
- |   | Rs.                               |
|---|-----------------------------------|
| a) Duplicate Mark Sheet / Admit Card .....  | Urgent - 110/-, Ordinary- 70/-    |
| b) Provisional Certificates / Spl. Certificate .....  | 125/-                             |
| c) Duplicate Registration .....   | 200/-                             |
| d) Re-Registration .....  | 200/-                             |
| e) Duplicate Migration .....  | 1000/-                            |
| f) Issue of Examination (Commencement/Completion) Certificate .....   | Urgent - 90/-,<br>Ordinary - 60/- |
| g) Urgent – Double the usual rate of fees are charged for issue of duplicate / provisional certificates / Admit card etc. before the stipulated period. <u>In such case prior permission is required from the Controller's Office / Registrar Office before depositing Fees :</u> |                                   |

**Memo No.**

Ref. ....

The rules above are required to be fully and correctly complied with in all cases of issue of such documents.

**Documents to be submitted :**

- 1) Copy of Mark Sheet for Provisional Certificate.
- 2) Copy of General Diary incase of Duplicate items.

ADMINISTRATIVE BUILDING

The ..... 20

**Registrar / Controller of Examinations**

N. B. – Such documents are generally available from the office of controller exams. after 30 working days and in urgent charges after 15 working days from the date of receipt of the fee and applications form.