



BHAGWANT UNIVERSITY, AJMER

Complain No.....

Expected Date:

Fee Required for Correction Yes /NO

Received Rs.....Receipt No.....Dated

Form of Application for Correction/Duplicate in University Certificate

(Mark sheet, Degree, Duplicate Mark sheet)

(Please Tick on Relative Document)

- Name of Applicant (in Capital Letter, As per 10th certificate.)
- University EnrollmentDOB (As per 10th certificate.).....
- Father's Name (in Capital Letter, As per 10th certificate).....
- Mother's Name (in Capital Letter, As per 10th certificate).....

(Fill Detail of certificate where correction required)

- COURSEBranch.....Roll No.....

S.N	Sem	Exam Type Main/Back	Exam Held on MM-YY	S.N	Sem	Exam Type Main/Back	Exam Held on MM-YY
1				5			
2				6			
3				7			
4				8			

Correction Required

Original Marksheet/Degree Received **Yes/NO**

*(in case of name correction, student must submit self attested photocopy of 10th certificate)

S.N	PRESENT STATUS OF DETAILS IN CERTIFICATE	Correction required (As per submitted proof Record)

Record Verifier/O.E

(Comment/Report).....

Signature of Applicant.....

Postal add. & Phone no.....

HOD Sign.....

Assistant Registrar (Allow/ Not Allow).....

Student copy

Student Name..... CourseSem.....

Complain No.....

Expected Date of Correction.....

Your requirement of correction in mark sheet/Degree certificate has been received in University onwe will provide correct certificate as soon as possible.

Signature of O.E

Assistant Registrar

Procedure for Correction/Duplicate University Certificate

1. The application form must be signed by the student and in no case by someone else on his/her behalf
2. In case of student want university certificate through someone, applicant must submit a affidavit with attested sign of other person
3. Original Office copy of prescribed fee slip.
4. The prescribed fee for the required Certificate can be remitted by cash or DD only in favour of the Registrar, Bhagwant University, Ajmer, Rajasthan-305004
5. Latest Original No dues form duly sign by Account section, HOD, Store, Library, etc
6. At the time of submission of the application for issue of Correct marksheet certificate the applicant should bring his /her original Marksheet certificate & photo copy of all marksheet for duplicate certificates.
7. Applicant applying by post may submit a photo copy (duly attested By Gazetted officer) of the said certificate
8. One Photo copy of personal ID should be enclosed of applicant with self attested
9. Prescribed fee for University Certificate Detail

- Duplicate Marksheet -RS 500/Marksheet
- Correction in Marksheet -Rs 500/Marksheet
- Correction in Degree Certificate -Rs 1000/Degree

Controller of Examinations