



# THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

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## **CIRCULAR**

No. Ex/4076

Date: 23/12/2014

To,  
Deans of the Faculties, Principals of the Colleges,  
Heads of the Institutions/Departments,  
The M. S. University of Baroda, Vadodara

All the Deans of the Faculties / Principals of Colleges & Heads of Institutions are hereby informed that the Syndicate of The M. S. University of Baroda vide SR No. 11 dated 02-09-2014 revised O.194, O.195 A, O.195 B in connection with fees for obtaining various certificates:

The REVISED Ordinances are as under:

- **For Duplicate Mark-sheet/Statement of Marks/Statement of Grades:**

### **O.194**

Duplicate Mark-sheet/Statement of Marks/Statement of Grades will be issued on payment of fees of ₹ 200/-.

The following conditions may be imposed upon for applying for Duplicate Certificates:

- (i) Any Candidate seeking Duplicate Mark-sheet/Statement of Marks/Statement of Grades/Degree Certificate must be required to submit an application with the payment of requisite charges; along with the undertaking in the form of affidavit on a Non-judicial Stamp-paper of ₹ 20/- (Preferably Notarized) to the effect of Certification of declaration about the lost Mark-sheet/Statement of Marks/Statement of Grades/Degree Certificate.
- (ii) In all other cases, not mentioned herein above, the Vice-Chancellor's decision shall be the final for providing the Mark-sheet/Statement of Marks/Statement of Grades/Degree certificate (Second copy or Duplicate) to the candidate upon application with necessary endorsement/certification from the Dean/Principal of the concerned Faculty/College to the effect of lost Mark-sheet/Statement of Marks/Statement of Grades/Degree certificate, on account of any reason whatsoever.

- **For Other Certifications:**

### **O.195-A**

A copy of Certificate testifying to a candidate's having passed an examination held by the University will be issued on payment of fees of ₹ 300/-.

### **O.195-B**

The fees for Certificate not provided for, in any of the Ordinances will be issued on payment of fees ₹ 300/-.

- **For Authentication/Forwarding/Verification:**

The following ordinance may be added after O.195-I:

**O.195-J: Charges for Authentication/Forwarding/Verification**

**O.195-J (i) Authentication**

A copy of Certificate testifying to a candidate's having passed an examination held by the University will be issued on payment of fees ₹ 300/- per Degree/Diploma Certificate per Academic Programme.

**O.195-J (ii) Forwarding**

The fees for forwarding the Certificate outside the university for any purpose will be issued on payment of ₹ 500/- per Degree/Diploma Certificate per Academic Programme.

**O.195-J (iii) Verification**

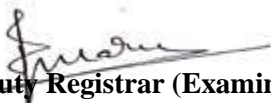
The Verification Certificate will be issued on payment of ₹ 300/- per Degree/Diploma Certificate per Academic Programme.

Notwithstanding anything contained herein above, the request received for 'Educational Verification' from Government organizations (i.e. Embassies of countries, Office of the State Police and other Government organizations) shall be entertained free of cost.

Further, the decision of Vice-Chancellor shall be the final for the waiver of the charges towards the 'Verification' request received from any other organization.

You are therefore requested to arrange for wider circulation of the information amongst all concerned for further implementation in the matter.

The revised structure of the fees payment **will come into force with effect from 01/01/2015.**

  
**Deputy Registrar (Examination/Academic)**  
**For OSD (Registrar)**

Copy to:

- PS to Vice-Chancellor/OSD (R) - For information
- All Section of the University - For information, record and implementation
- University Press - For information, record and necessary actions