



MAKHANLAL CHATURVEDI RASHTRIYA PATRAKARITA AVAM SANCHAR VISHWAVIDYALAYA, BHOPAL

B-38, Zone-1, M.P. Nagar- Hoshangabad Road, Bhopal – 462011
Phone – 0755-2550765, Fax – 0755-4290226, Website : www.mcu.ac.in

Application for issue of (1) Final Degree / Diploma (2) Duplicate Degree /Diploma

To,

The Registrar
M.C.N.U.J.C.
Bhopal (MP)- 462011

Sir,

I request you to kindly issue in my favour.

The necessary fees of Rs. has been remitted Online or by Demand Draft No:

Dated: Name of Bank:

1. Full Name (in English Capital Letters):.....

2. Full Name (in Hindi):.....

3. Father's Name (in English):.....

4. Mother's Name (in English):.....

5. a) Last Examination in which appeared:..... b) Year:.....

c) Roll Number:..... d) Result: (Pass/Fail)..... e) Division:.....

6. Enrollment Number:

7. Name of the UTD/Study Institute:.....

Place :

Date :

Complete Address with Pin-code :

Your's Faithfully

.....
.....
.....

.....

Mobile No:

Signature of Student

INSTRUCTIONS :

This Format is only for Offline Submission by students of Institutes which are closed. All Students of Associate Study Institutes should submit only Online Applications.

- (1) The applicant should enclose photocopies of Marksheets of all semesters and also consolidated marksheet of the course/examination passed, duly attested by the Incharge of the Study Institute.
- (2) The applicant should necessarily enclose the Photocopy of marksheet of the qualifying exam. (10+2 Mark-sheet for DCA, BCA and 3 year Bachelor Degree Programmes/ Graduation Marksheet for 1 year Bachelor Degree, P.G. Diploma and Master Degree Programmes) as has been prescribed by the University for admission to the Course.
- (3) **Fees for Final Degree/Diploma is Rs. 250/-, Fees shall be accepted only by account payee Demand Draft in favour of "Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya, Bhopal" payable at Bhopal.**
- (4) **Fees for Duplicate Degree/Diploma is Rs. 450/- payable by D.D. The applicant should submit copy of FIR lodged with the Police and Original Notarized Affidavit stating the reason for asking Duplicate Degree/ Diploma and that if the earlier issued original Degree/ Diploma is found recovered the same shall be deposited with the university.**
- (5) **Fees for Urgent Degree/Diploma is Rs. 450/- payable by D.D. The applicant should enclose photocopies of Marksheets of all semesters and also consolidated marksheet of the course/examination passed, duly attested by the Incharge of the Study Institute and also proof/document showing reason for Urgency.**

Forwarded

.....
Seal and signature of HOD UTD/Study institute

Application Rec. in Uni. on.....
Document No.....
Dispatch No.....Date.....

Signature of Dealing Asstt.