

**MAKHANLAL UNIVERSITY OF JOURNALISM &
COMMUNICATION, BHOPAL (M.P.)**

Application for issue of (1) Provisional of Passing (2) Duplicate Marksheet

- Note :
- a) Separate application forms should be filled for each of these, as per requirement, as they are deal with in different sections.
 - b) Attested photocopy of the marksheet of qualifying exam required for admission to the course should also be enclosed. This is an essential enclosure.

To,

Registrar (Exams)
MCNUJC Shahpura, Trilanga, Bhopal - 462 039

Sub. : Issue of Provisional Certificate of Passing/Duplicate Marksheet

Sir,

I request you to kindly issue in my favour/The necessary fee of Rs. has been paid in cash (receipt no. date.....) or by Demand Draft No. Date 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) Examination Passed (b) Year
- (c) Roll Number (d) Division
- 6. Enrolment Number
- 7. Name of the UTD Study Institute

Place :

Date :

Complete Address with Pin Code

Yours faithfully,

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Phone No. with STD Code

Signature of Student

INSTRUCTIONS :

- 1. Please enclosed a photocopy of Marksheet of our examination passed, duly attested by the head of UTD/Study Institute.
- 2. The applicant should necessarily enclose the photocopy of marksheet of the qualifying exam prescribed for admission to this course.
- 3. Fee shall be accepted only by account payee demand draft in favour of "Makhanlal Chaturvedi National University of Journalism & Communication, Bhopal" payable at Bhopal. For students studying in the Campus. Fees shall be accepted by cash at the counter of University. Out stations students should pay Rs. 20/- extra towards postal charges.
- 4. Fee for Provisional Certificate or Provisional Marksheet or Provisional Degree/Diploma = Rs. 100/- each. Out station students to pay Rs. 120/- by D.D.

Forwarded

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Seal and signature of HOD UTD/Study Institute

Application rec. in uni. on

Document No.

Despatch No.

Date

Signature of Dealing Asstt.