



**MAKHANLAL CHATURVEDI RASHTRIYA PATRAKARITA VISHWAVIDYALAYA, BHOPAL**

P.B. No. RSN - 560, Trilochan Nagar, Arera Colony, Bhopal 462039

Ph. 2725307, 2725559, Fax : 2561970, Web : www.mcu.ac.in

**Application for issue of (1) Provisional Certificate (2) Duplicate Marksheet (3) Final Degree/Diploma**

- Note:** a) *Separate Application forms should be filled for each one of these, as per requirement, as they are dealt 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,

The Asstt. Registrar,  
MCRPV, Trilanga, Bhopal – 462 039.

Sir/Madam,

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 College/Centre .....

Place : .....

Date : .....

Complete Address in Capital Letter with Pin code :

Yours faithfully

.....  
.....

Phone No.: with STD Code .....

\_\_\_\_\_  
Signature of Student

**INSTRUCTIONS:**

1. The applicant should enclose a photocopy of Marksheet of 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 marksheet for DCA and all Bachelor Degree Course and Graduation marksheet for P.G. Diploma courses) prescribed for admission to this course.
3. Fee shall be accepted only by account payee demand draft in favour of **“Makhanlal Chaturvedi Rashtriya Patrakarita Vishwavidyalaya. Bhopal”** payable at Bhopal. For students studying in the campus, fees shall be accepted by cash at the counter of University. Outstation students and students of study institutes should pay Rs. 50/- extra towards postal charges.
4. Fee for Provisional Certificate is Rs. 100/- each. Outstation students and students of study institutes should pay Rs. 150/- by D.D. Fee for Duplicate Marksheet pay Rs. 150/- by D.D. along with Original Notarized Affidavit.
5. Fee for Final Degree Diploma is Rs. 200/-. Outstation students and students of study institutes should pay Rs. 250/- by D.D. Degree/Diploma certificate are not issued over the counter.

Forwarded

Seal and signature of Study Centre  
Head/HOD UTD

To be filled in the office of Univ.

Application recd. on .....  
Document No. ....  
Despatch No. ....

Date..... Signature of Dealing Asstt.