



**Application for issue of (1) Final Degree/Diploma (2) Duplicate Degree/Diploma
 (Applicable only for passed out students till Dec. 2007. Other students must apply through M.P. online)**

To,

The Registrar,
 M.C.N.U.J.C.,
Bhopal (M.P.) 462 011

Sir,

I request you to kindly issue..... in my favour. The necessary fee of Rs.has been remitted **Online**/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) Division :.....
6. Enrolment Number :.....
7. Name of the U.T.D./Study Institute :.....

Place :

Date :

Complete Address with Pin code :

Your's Faithfully

.....

(M. No.).....

.....
 Signature of Student

INSTRUCTIONS:

This format is applicable for passed out students till Dec. 2007 exam and students of such Associate Study Institutes which are closed. All other students should submit Online Applications through M.P. Online (www.mponline.gov.in) only.

1. The applicant should enclose Xerox copies of marksheet of all semesters and also consolidated marksheet of course/examination passed, duly attested by the incharge of the Study Institute. The student where institutes are closed must send Xerox copies of marksheets with self attestation.
2. The applicant should necessarily enclose the photocopy of marksheet of the qualifying exam. (10+2 marksheet 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 **"Registrar, M.C.N.U.J.C., Bhopal"** payable at Bhopal.
4. **Fees for Duplicate Degree/Diploma is Rs. 450/-** payable by D.D. . The applicant should submit copy of F.I.R. 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 some 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

Signature of Dealing Asstt.

