



MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM &
COMMUNICATION, BHOPAL

Application for issue of Duplicate Marksheet.

To,

The Controller of Exam,
M.C.N.U.J.C., B-38, Vi kas Bhawan,
Press Complex, M.P. Nagar, Zone-I,
Bhopal-462011 (M.P.).

Sub : Issue of Duplicate Marksheet.

Sir,

I request you to kindly issue in my favour. The necessary fee of
Rs..... has been paid 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

.....

.....

Phone No. with STD Code

Yours faithfully,

Signature of Student

INSTRUCTIONS:

1. Please enclose a Photocopy of Marksheet of examination passed, duly attested by the head of UTD/ Study Institute.
2. Fee shall be accepted only by account payee demand draft in favour of "**Registrar, MCNUJC, Bhopal**" payable at Bhopal. For students studying in the campus, fees shall be accepted by cash at the fee counter of University.
3. (a) **Fees for Duplicate Marksheet is Rs.400/- Per such Marksheet.**
(b) **Fees for Triplicate copy would be Rs. 800/- for one such Marksheet.**
4. A notarized affidavit with copy of FIR should be in variably attached with application of the Duplicate Marksheet. The **affidavit** and **FIR** should explain the situation under which the duplicate copy of the document is needed.

Forwarded

Seal and signature of HOD, UTD / Study
Institute.

Application recd. on.....

Document No.

Despatch No.

Date

Signature of Dealing Asstt