



Application for Provisional Certificate

To be filled by the office

Certificate No :-

Dispatch No :-

Date :-

DR/SO

To,
The Registrar
Mandsaur University, Mandsaur

Sir,

I request you to issue me provisional degree/diploma certificate. The details of my completion of course are as below :-

APPLICANT DETAILS													
ENROLLMENT NO													
NAME OF APPLICANT (CAPITAL) (As per 10 TH marksheet)													
FATHER'S NAME													
MOBILE NUMBER													
ADDRESS													

PROGRAM/COURSE DETAILS			
Name of Programme/Course		Branch/Specialization	
Faculty / School			
Department			

ACADEMIC DETAILS			
Year of Passing		Examination Session	
Aggregate (CGPA/Percentage)		Division (In Capital Letters)	

FEE DETAILS			
AMOUNT	Rs. 300	DATE OF DEPOSIT	
RECIPT/UTR NO.		MODE OF PAYMENT	
BANK NAME		BRANCH	

CANDIDATE DECLARATION:			
I certify that this application has been filled by me and information provided by me is correct and I shall responsible for the same if proved Incorrect/false later on.			
DATE :-	PLACE :-	SIGNATURE OF APPLICANT	

FORWARDING CERTIFICATE : (TO BE VERIFIED BY DEAN OF FACULTY/HEAD OF THE DEPARTMENT)	
Certified that the eligibility for award of provisional certificate has been checked. Desired certificate may be issued	
SIGNATURE OF DEAN/HOD	

Instructions for the candidate

1. Attach copy of final semester/year mark sheet. Attach Copy of Adhar Card also.
2. Prescribed Fee must be deposited and a copy of Receipt/ Bank challan has to be attached

For Office Use Only			
Prepared by :-		Checked By :-	
Signature of SO		Signature of SO	
Remarks by Dispatch I/C :	Remarks	Receiving Date	
Signature of Dispatch I/C			Signature of Receiver



Instructions for provisional certificate

1. The application for the provisional certificate should be made in the prescribed form with prescribed fee (Rs. 300/-).
2. A copy of final semester/year mark sheet and a copy of adhar card shall be required to enclose along with the application.
3. The application form must be complete in all respects giving full particular. Incomplete form will not be entertained and it will result in delay for issuing the Certificate.
4. The application has to be verified and forwarded by Dean of Faculty/Head of the department.
5. The application form has to be submitted to examination control.
6. The provisional certificate will be issued to concerned candidate only.
7. Provisional certificate will be issued after 07 working days of receipt of application with prescribed fees.