

05<sup>th</sup> August, 2022

**NOTICE FOR ISSUING OF 6<sup>th</sup> SEMESTER MARKSHEET AND PROVISIONAL & CONSOLIDATED MARKSHEET TO STUDENTS**

Students of BBA (General) and BBA (B&I) Programmes (Both Shifts) batch 2019-2022 are required to collect the 6<sup>th</sup> SEMESTER MARKSHEET AND PROVISIONAL & CONSOLIDATED MARKSHEET from the office of the Institute as per Following Schedule:-

**From: 6<sup>th</sup> August 2022 to 24<sup>th</sup> August 2022 (except 3<sup>rd</sup> Saturday/ Holiday / Sunday)**

**Between 11.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m.**

**The Students should bring their Identity Proof with them.**


Also it is mandatory to fill the following form before collecting the Provisional & Consolidated certificate:-

**Note: The Said documents will be given only after getting "No dues" from Library and Book Bank of MSI. (No dues Form attached & also available at Photocopy Shop Gate No. 2 MSIT)**

**\*Those enable to collect their Provisional & Consolidated are required to send their blood relative for collecting of Provisional & Consolidated from the office with the following documents:-**

- 1. Authorization Letter from student.**
- 2. Identity proof of students as well as those collecting the said certificates along with photocopy.**

**Note: If the Provisional & Consolidated Certificates are not Collected these may be sent back to the University.**

  
**Prof. (Dr.) Rachita Rana**  
**Director MSI**

**Copy to:**

- All HOD's of BBA (Both Shifts)**
- Students through Institute's website**
- Copy to all faculty members BBA for Information of students through email or whatsapp group.**

# Maharaja Surajmal Institute

C-4, Janakpuri, New Delhi – 110058

## No dues Form

(Required for Consolidated Marksheet, Provisional degree, Degree and Security Money)

To  
The Director  
Maharaja Surajmal Institute  
C-4, Janakpuri, New Delhi

Sir,

I \_\_\_\_\_ son /daughter of \_\_\_\_\_  
who was a student of \_\_\_\_\_ Enrolment No. \_\_\_\_\_ have completed my  
course in the academic session \_\_\_\_\_.

It is. therefore requested that the Caution Money of Rs. \_\_\_\_\_ deposited by me at the time of  
admission vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ be refunded to me.

The required "No Dues Certificate" from all concerned is appended below.

Yours faithfully

Signature with Name and Address

Date \_\_\_\_\_

### NO DUES

<u>Department</u>	<u>Remarks</u>	<u>Signature</u>
Class Coordinator	_____	_____
Central Library	_____	_____
Book Bank MSI (from 2018 onwards)	_____	_____
Head of the Department	_____	_____
Hostel Mess In-charge	_____	_____
Accountant / Cashier	_____	_____
Admn. Officer	_____	_____
Director	_____	_____

Signature of student  
with revenue stamp & date

### Encl :

1. Original Receipt of the Caution Money.
2. Identity Card of Both College & University.
3. In case of Original Receipt of the Caution Money is misplaced somewhere. The matter should be written in a Stamp Paper of Rs.10/- and the same must be certified by a Notary Public.



# MAHARAJA SURAJMAL INSTITUTE

C-4, JANAK PURI, NEW DELHI-110058

(To be filled and supplied along with No-Dues / Clearance Certificate)

Your precise information will help us in creating data base

Please paste  
Colored  
Photograph

Name : \_\_\_\_\_

Enrollment No. : \_\_\_\_\_ Batch: \_\_\_\_\_

Course (BBA/B.Com/ BCA/ B.Ed): \_\_\_\_\_ Shift: \_\_\_\_\_

Student's Contact No.: \_\_\_\_\_

Father's Contact No. : \_\_\_\_\_ Mother's No. \_\_\_\_\_

Student's Personal Email ID: \_\_\_\_\_

Permanent Address : \_\_\_\_\_

## Additional Information

Placement : Yes / No

If Yes, Name of the Company : \_\_\_\_\_

Whether opted for higher studies : Yes / No

If Yes, give details : College: \_\_\_\_\_

Course: \_\_\_\_\_ University: \_\_\_\_\_

Whether opted for own business : Yes / No

Mention the details : \_\_\_\_\_

Have you cleared any examination such as CAT/MAT/PO/UPSC/ CTET/Any other if yes, kindly mention the details (with year of passing): \_\_\_\_\_

Have you received any Appreciation / Gold Medal / Exemplary Performance Certificate (Please attach photograph) : Yes / No

Dated:

Signature of the Student