

**MAHARAJA SURAJMAL INSTITUTE  
C-4, JANAK PURI, NEW DELHI-110058**

Dated: 24<sup>th</sup> August, 2022

**Subject: Intimation to BCA students (batch 2019-2022) to collect 6<sup>th</sup> semester  
Mark Sheets, Provisional Certificate and Consolidated Mark sheets.**

This is to inform that BCA students (Batch 2019-22) **who have secured full credits** can collect the required 6<sup>th</sup> Semester Mark sheets, Provisional Certificates and Consolidated Mark sheets from Administration Department of MSI (Ground Floor) as per following schedule:

**From 26<sup>th</sup> August, 2022 to 20<sup>th</sup> September, 2022 (except 3<sup>rd</sup> Saturday/ Holiday/Sunday)**

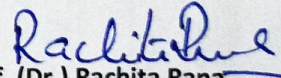
**Between 10.00 am to 1.00 pm and 2.00 pm to 3.00 pm on any working day.**

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)

**(Students are instructed to please bring their Identity proof i. e. ID-Card of MSI or any other photo ID proof).**

Those enable to collect their degree are required to send their blood relative for collecting of Degree from Office with the following documents:-

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

  
Prof. (Dr.) Rachita Rana  
Director

Copy to:

-Students through Institute's Website.

-Copy to HOD/ Class Coordinators BCA (Both shift) for information of students through email or whatsapp group.