**Appendix-I**

**PERFORMA FOR OBTAINING THE DIPLOMA IN ABSENTIA**

Dated: ……..………………

To

Affix Recent Pass port size Photograph

The Registrar

Motherhood University

Village Karoundi, Post Bhagwanpur

Tehsil Roorkee, Distt. Haridwar

Uttarakhand

Sir,

This is to request you to please supply my diploma as follows:

1. Name of the Diploma …………………………………………………………………………..
2. Full Name (In Capital letter) as per qualifying examination certificate:

In Hindi ……………………………………………………………………………………………….

In English …………………………………………………………………………………………….

1. Present Mailing Address ……………………………………………………………………..

 ……………………………………………………………………..

Bank Draft/Cash Receipt for Rs 1500/- (Rs One Thousand Five Hundred only) as fee for diploma in absentia and in favour of Motherhood University with following particulars is/are enclosed:

Bank Draft/Cash Receipt No ………………………. Dated ………………... Amount …………........

 Yours faithfully,

 Signature of student ……………………………….

 Enrolment No ………………………………………..

**IDENTIFICATION CERTIFICATE**

Certified that the aforesaid student, who has applied for diploma in absentia, is a bonafied student of Motherhood University.

 Dean/Principal/HOD/

Signature with seal

**OFFICE OF THE REGISTRAR**

The student has also obtained ‘no-Dues’ and no dues are outstanding against his/her name. He/She has also submitted all the documents.

🗖Degree personally received by the Student. ……………………………………………………………………………

🗖Degree sent vide letter no ……………………………………….. dated …………………………

**COE Dean Registrar**

**Appendix-II**

**PERFORMA FOR OBTAINING THE DEGREE IN ABSENTIA**

Dated: ……..………………

To

Affix Recent Pass port size Photograph

The Registrar

Motherhood University

Village Karoundi, Post Bhagwanpur

Tehsil Roorkee, Distt. Haridwar

Uttarakhand

Sir,

This is to request you to please supply my degree as follows:

1. Name of the Degree …………………………………………………………………………..
2. Full Name (In Capital letter) as per qualifying examination certificate:

In Hindi ……………………………………………………………………………………………….

In English …………………………………………………………………………………………….

1. Present Mailing Address ……………………………………………………………………..

 ……………………………………………………………………..

Bank Draft/Cash Receipt for Rs 2000/- (Rs Two Thousand only) as fee for degree in absentia and in favour of Motherhood University with following particulars is/are enclosed:

Bank Draft/Cash Receipt No ………………………. Dated ………………... Amount …………........

 Yours faithfully,

 Signature of student ……………………………….

 Enrolment No ………………………………………..

**IDENTIFICATION CERTIFICATE**

Certified that the aforesaid student, who has applied for degree in absentia, is a bonafied student of Motherhood University.

 Dean/Principal/HOD/

Signature with seal

**OFFICE OF THE REGISTRAR**

The student has also obtained ‘no-Dues’ and no dues are outstanding against his/her name. He/She has also submitted all the documents.

🗖Degree personally received by the Student. ……………………………………………………………………………

🗖Degree sent vide letter no ……………………………………….. dated …………………………

**COE Dean Registrar**