**From,**

Manjusha Thomas

MBA Hospital Management

Reg No: 13NHM5268

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**Residential address**

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Pin- 673513

**To,**

Controller of Examinations

Bharathiar Univeristy , Coimbatore

Pin – 641046

**Subject : Request to issue certificates from university**

**Dear Sir/Madam**

I am writing this letter to inform you that I have done my MBA in hospital Management from mentioned university through a centre at Calicut based named CIIT(2014-2016). My registration number mentioned above. I have attended my first year exam on December 2014. In that I have failed two subjects when results comes in online. So I have applied for the same second time. One subject I have cleared during revaluation , so I didn’t attend the same subject during the exam on December 2015. I have got the first year mark list with all subject passed except 13C.

The failed subject I have attended on December 2015 and again I was failed. That mark list I lost somehow .

During May 2015 I have attended second year exam and I passed in all subjects.

During May 2016 I have again appeared for 13C and got passed.

When I have asked for my provision certificate and degree certificate university staff told that I am absent in one subject that’s why it cannot be provide.( Since I have passed during the revaluation I didn’t attend that particular subject so it was showed as absent. This can be identified by university when check my mark sheets.)

They have asked me to submit the mark sheets. But that marksheet was not with me. Since I have marksheets of first year and second year of all subjects where I have passed in all I didn’t understand the requirement of marksheet where I didn’t attended one subject since I have passed during revaluation.

Many times I have contactd university and CIIT centre Calicut, but couldn’t get a satisfactory answer. Its very disappointing that student need to wait for 3 years to get a degree certificate.

Thus I have sent the application for duplicate marksheet of December 2015 on 14.3.2019. As published in the website I have taken DD of 775 and sent along with application.

Now they have asked to pay rupees 2050 for one mark statement which is not published anywhere.

As per your instruction am sending DD of 1300 along with all marksheets which I have .

Hope this will help me to get all certificates which I supposed to get once complete the course of MBA in hospital Management since I have passed in all subjects.

I kindly request you to provide me the degree certificate and consolidate statement of marksheet and other required certificates as early as possible.

This letter I am writing to you sir for the clarification of confusion which happened so far.

**Thanking you,**

Manjusha Thomas

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Phone 9645369195 Date:

Place: