

SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Dated: ____/____, 20____

Ref.: SBS/FZR/ _____

The Dean /Controller of (Examination)
Punjab Technical University Jalandhar,

Subject: Issuing of Transcripts –Regarding/PDC

Respected Sir,

With due respect it is stated that the undersigned has cleared all the subjects (theory & practical) from 1st Sem. / 3rd Sem. to 8th Sem. I have also been issued the Degree certificate. All the attested copies of DMC's and degree certificate have been enclosed herewith. My personal and academic details are given below:--

1. Name: _____ 2. Father's Name:-- _____
3. Univ. Roll No.: _____ 4. Branch: _____
5. Batch: _____ 6. Passing Session: May / Dec., 200____

Sem.	Marks Obtained/SGPA	Max. Marks/Max GPA	% age	Passing Session
I				
II				
III				
IV				
V				
VI				
VII				
VIII				
IX				
X				
Total				

I had already cleared my No-Due's and submitted my Identity Card issued by the college. I hereby declare that all the above said facts/statements are true and I will be personally responsible for any kind of misinformation.

You are requested to issue me _____ set(s) of transcript for seeking admission in _____
_____ University.

(Signature of Student)

Name:

Personal and Academic information of the student concerned have been verified. The student has cleared No-Due's and submitted the Identity Card.	Forwarded to the Dean (Exams), PTU, Jal., for further n.a. please.
(Deptt. Clerk) (Signature of the HOD with seal)	(Dean Academics)

SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Dated: ____/____, 20____

Ref.: SBS/FZR/ ____

The Dean /Controller of (Examination)

IKGPTU,Jalandhar

Subject: Issuing of Duplicate Degree/DMC

Respected Sir,

With due respect it is stated that the undersigned has cleared all the subjects (theory & practical) from

1st Sem. / 3rd Sem. to 8th Sem. I have also been issued the Degree certificate. But my Original Degree/DMCs has been misplaced .So you are requested to issue the Duplicate Degree /DMC_____Sem.

1. Name: _____ 2. Father's Name:-- _____
3. Univ. Roll No.: _____ 4. Branch: _____
5. Batch: _____ 6. Passing Session: May / Dec., 200____
7 Sem_____

CC:- Original FIR is enclosed

(Signature of Student)

<p>Personal and Academic information of the student concerned have been verified. The student has cleared No-Due's and submitted the Identity Card.</p> <p>(Deptt. Clerk) (Signature of the HOD with seal)</p>	<p>Forwarded to the Dean (Exams),IKGPTU,Jld, for further n.a. please.</p> <p>(Dean Academics)</p>
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SHAHEED BHAGAT SINGH STATE UNIVERSITY FEROZEPUR

Dated: ____/____, 20____

Ref.: SBS/FZR/ ____

The Dean /Controller of (Examination)
IKGPTU,Jalandhar.

Subject: Correction in Name/Father's Name DMC/Degree Certificate

Respected Sir,

With due respect it is stated that my Name/Father's Name printed on the DMC/Degree issued by your good self is incorrect. My correct details are given below:--

1. Name: Mr. / Miss: _____

2. Father's Name: _____

3. Univ. Roll. No.: _____

4. Present Semester: _____

5. Branch : _____

6. Batch : _____

7. DMC's issued till date are: 1st Sem. / 2nd Sem. / 3rd Sem. / 4th Sem. / 5th Sem. / 6th Sem.

The incorrect name of mine / my father,/My mother printed on the DMC,/Degree is _____ .My **original DMC/Degree** of _____ bearing nos. _____ are enclosed herewith for your kind consideration. The attested copy of my Matriculation Certificate is also enclosed herewith as a proof for correct name.

So, you are requested to correct mine / father's name/Mother name, and issue the correct DMC/Degree to the undersigned. I shall be thankful to you.

(Signature of student)

Verified and forwarded as per department record		Forwarded to the Dean/Controller of (Exams), IKGPTU,Jld for further n.a. please.
(Deptt. Clerk)	(Signature of the HOD)	
		(Dean Academics)

SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Dated: ____/____/20____

Ref.: SBS/FZR/ ____

The Dean /Controller of (Examination)

Punjab Technical University Jalandhar,

Subject: Non declaration of Regular/Reappear result – Regarding

Respected Sir,

With due respect it is stated that the undersigned had appeared in May/Dec., 20____ Term End Examinations of PTU, Jal. But, the result has not been declared by the PTU, Jal. till date. My personal details are as follows:--

1. Name: Mr./Ms.: _____ 2. Father's Name: _____

3. Univ. Roll. No.: _____ 4. Present Semester: _____

5. Branch: _____ 6. Batch : _____

7. Details of the Regular / Reappear Examination in which the undersigned had appeared are given below:--

a) Semester: _____ b) Session: _____ (May / Dec); 20____ (year)

Sr. No.	Name of Subject	Subject Code	Sr. No.	Name of Subject	Subject Code
1			3		
2			4		

(Signature of Student)

Name: _____

Verified that the student concerned had appeared in the PTU Final Exam held on __ / __ / __ during M/E session (Supdt / Dy Supdt Exams – M/E session, May / Dec, 20____)	Verified that the Deptt. has not received the said result till date (Deptt. Clerk) (Signature of the HOD)
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Forwarded to the Dean (Exams), PTU, Jal., for further n.a. please.

(Dean Academics)

ਸੇਵਾ ਵਿਖੇ

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

ਜਲੰਧਰ।

ਵਿਸ਼ਾ:- ਡਿਗਰੀ ਸਰਟੀਫਿਕੇਟ/ਪ੍ਰੋਵੀਜਨਲ ਵਿਗਰੀ ਸਰਟੀਫਿਕੇਟ/ਮਾਇਗ੍ਰੇਸ਼ਨ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਸਬੰਧੀ।

ਸ਼੍ਰੀ ਮਾਨ ਜੀ,

ਆਪ ਜੀ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਂਦਾ ਜਾਂਦਾ ਹੈ ਕਿ _____ਪੁੱਤਰ ਸ਼੍ਰੀ _____, ਰਜਿਸਟ੍ਰੇਸ਼ਨ ਨੰਬਰ _____ ਇਸ _____ ਸੰਸਥਾ ਦਾ ਵਿਦਿਆਰਥੀ ਹੈ। ਇਸ ਵਿਦਿਆਰਥੀ ਦਾ ਸਾਰੇ ਸਮੈਸਟਰਾਂ ਦੇ ਅੰਕਾਂ ਦਾ ਵੇਰਵਾ ਹੇਠ ਲਿਖੇ ਪ੍ਰਕਾਰ ਹੈ।

ਸਮੈਸਟਰ	ਸਮੈਸਟਰ ਪਾਸ ਕਰਨ ਦਾ ਇਮਤਿਹਾਨ ਸੈਸ਼ਨ	ਪ੍ਰਾਪਤ ਅੰਕ	ਕੁੱਲ/ਅੰਕ	ਵਿਸ਼ੇਸ਼ ਕਥਨ
ਪਹਿਲਾ	ਮਈ/ਦਸੰਬਰ_____			
ਦੂਜਾ	ਮਈ/ਦਸੰਬਰ_____			
ਤੀਜਾ	ਮਈ/ਦਸੰਬਰ_____			
ਚੌਥਾ	ਮਈ/ਦਸੰਬਰ_____			
ਪੰਜਵਾ	ਮਈ/ਦਸੰਬਰ_____			
ਛੇਵਾਂ	ਮਈ/ਦਸੰਬਰ_____			
ਸੱਤਵਾਂ	ਮਈ/ਦਸੰਬਰ_____			
ਅੱਠਵਾਂ	ਮਈ/ਦਸੰਬਰ_____			
ਨੌਵਾਂ	ਮਈ/ਦਸੰਬਰ_____			
ਦਸਵਾਂ	ਮਈ/ਦਸੰਬਰ_____			
	ਕੁੱਲ ਜੋੜ			

ਤਸਦੀਕ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਪਰੋਕਤ ਵੇਰਵਾ ਯੂਨੀਵਰਸਿਟੀ ਵਲੋਂ ਘੋਸ਼ਿਤ ਕੀਤੇ ਰਿਜਲਟਾਂ ਅਨੁਸਾਰ ਹੈ ਜੇਕਰ ਇਸ ਵਿੱਚ ਕੋਈ ਵੀ ਤਰੁੱਟੀ ਹੋਈ ਤਾਂ ਸੰਸਥਾ ਜ਼ਿੰਮੇਵਾਰ ਹੋਵੇਗੀ। ਇਸ ਵਿਦਿਆਰਥੀ ਵੱਲੋਂ ਸੰਸਥਾ ਦਾ ਕੋਈ ਬਕਾਇਆ ਨਹੀਂ ਹੈ ਇਸ ਲਈ ਇਸ ਵਿਦਿਆਰਥੀ ਨੂੰ ਡਿਗਰੀ ਸਰਟੀਫਿਕੇਟ/ਪ੍ਰੋਵੀਜਨਲ ਡਿਗਰੀ ਸਰਟੀਫਿਕੇਟ/ ਮਾਇਗ੍ਰੇਸ਼ਨ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਵਿੱਚ ਸੰਸਥਾ ਨੂੰ ਕੋਈ ਇਤਰਾਜ਼ ਨਹੀਂ ਹੈ।

ਵਿਭਾਗੀ ਮੁੱਖੀ

ਦੇ ਦਸਤਖਤ

ਪ੍ਰਿੰਸੀਪਲ/ਡਾਇਰੈਕਟਰ

ਦੇ ਦਸਤਖਤ ਅਤੇ ਮੋਹਰ

