



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Dated: ____/____, 20____

Ref.: SBSSU/FZR/ ____

The Dean /Controller of Examination

IKG Punjab Technical University Jalandhar, Kapurthala

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.

(Deptt. Clerk)

(Signature of the HOD with seal)

**Forwarded to the Dean (Exams), IKGPTU, Jal.,
for further n.a. please.**

(Dean Academics)



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

The Dean /Controller of Examination

IKG Punjab Technical University Jalandhar, Kapurthala

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)

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

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

The Dean /Controller of Examination

IKG Punjab Technical University Jalandhar, Kapurthala

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 the university 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, Jal for further n.a. please.
(Deptt. Clerk) (Signature of the HOD)	(Dean Academics)



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

The Dean /Controller of Examination

IKG Punjab Technical University Jalandhar, Kapurthala

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 sem Examinations of IKGPTU, Jal. But, the result has not been declared by the university 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)

Verified that the student concerned had appeared in the 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), IKGPTU, Jal., for further n.a. please.

(Dean Academics)



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

The Dean /Controller of Examination

IKG Punjab Technical University Jalandhar, Kapurthala

Subject: Issuing of DMC– Regarding

Respected Sir,

With due respect, it is stated that the undersigned has cleared all the courses (theory and practical's) of ____ Sem. The photo copy of result declared by IKGPTU Jal./ SBSSU FZR. vide result notification no. _____ dated _____ is also enclosed herewith for your kind reference. But, till date the undersigned has not received the DMC for the said Semester. My particulars are given below:--

- | | |
|--|-----------------------------|
| 1. Name: _____ | 2. Father's Name:-- _____ |
| 3. Univ. Roll No.: _____ | 4. Branch: _____ |
| 5. Batch: _____ | 6. Passing Session of _____ |
| 7. Semester Exams: May / Dec., 20_____ | 8. Present Semester: _____ |

So, you are requested to kindly issue me the DMC of the said Semester. I will be thankful to you.

(Signature of Student)

Verified that the DMC of ____ Sem. of concerned student has not been received by our Deptt. till date	Forwarded to the Dean (Exams),IKGPTU, Jal, for further n.a. please.
(Deptt. Clerk)	(Dean Academics)
(Signature of the HOD)	

Ref.: SBSSU/FZR/ _____
ਸੇਵਾ ਵਿਖੇ

Dated: ____/____, 20____

ਕੰਟਰੋਲਰ ਪ੍ਰੀਖਿਆਵਾਂ

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

ਜਲੰਧਰ।

ਵਿਸ਼ਾ:- ਡਿਗਰੀ ਸਰਟੀਫਿਕੇਟ/ਪ੍ਰੋਵੀਜਨਲ ਡਿਗਰੀ 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/SGPA	ਕੁੱਲ/ਅੰਕ/Max.GPA	ਵਿਸ਼ੇਸ਼ ਕਥਨ
ਪਹਿਲਾ	ਮਈ/ਦਸੰਬਰ _____			
ਦੂਜਾ	ਮਈ/ਦਸੰਬਰ _____			
ਤੀਜਾ	ਮਈ/ਦਸੰਬਰ _____			
ਚੌਥਾ	ਮਈ/ਦਸੰਬਰ _____			
ਪੰਜਵਾਂ	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

ਪ੍ਰਿੰਸੀਪਲ/ਡਾਇਰੈਕਟਰ

ਦੇ ਦਸਤਖਤ

ਦੇ ਦਸਤਖਤ ਅਤੇ ਮੋਹਰ