



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

**The Dean /Controller of (Examination)
MRSPTU,Bathinda.**

Subject: Add/Correction in Name/Father's Name/Mother's Name DMC/Degree
certificate

Respected Sir,

With due respect it is stated that my Name/Father's Name/Mother'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. Mother's Name _____

4. Univ. Roll. No.: _____

5. Present Semester: _____

6. Branch : _____

7. Batch : _____

8. DMC's issued till date are: 1st Sem. / 2nd Sem. / 3rd Sem. / 4th Sem. / 5th Sem. / 6th Sem./7th/8th

The Add/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 Add/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

(Deptt. Clerk)

(Signature of the HOD)

**Forwarded to the Dean/Controller of (Exams),
MRSPTU,Bathinda for further n.a. please.**

(Dean Academics)



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

The Dean /Controller of (Examination)

MRSPTU, Bathinda,

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 MRSPTU, Bathinda. But, the result has not been declared by the MRSPTU, Bathinda. 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			6		
2			7		
3			8		
4			9		
5			10		

(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.		Forwarded to the Dean (Exams), MRSPTU, Bathinda further n.a. please.
(Deptt. Clerk)	(Signature of the HOD with seal)	(Dean Academics)



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

**The Dean /Controller of (Examination)
MRSPTU, Bathinda**

**Subject: Issuing of Degree certificate.
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. All the attested copies of Result/DMC's 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				
IXth				
Xth				
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 degree certificate.

(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.	Forwarded to the Dean (Exams), MRSPTU, Bathinda further n.a. please.
(Deptt. Clerk) (Signature of the HOD with seal)	(Dean Academics)



SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR

Ref.: SBSSU/FZR/ _____

Dated: ____/____, 20____

**The Dean /Controller of (Examination)
MRSPTU, Bathinda**

Subject: Issuing of DMC– Regarding

Respected Sir,

With due respect it is stated that the undersigned have cleared all the courses (theory and practical's) of ____ Sem. The photo copy of result declared by MRSPTU, Bathinda. 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)
Name: _____

Verified that the DMC of ____ Sem. of concerned student has not been received by our Deptt. till date (Deptt. Clerk) (Signature of the HOD)	Forwarded to the Dean (Exams), MRSPTU, Bathinda, for further n.a. please. (Dean Academics)
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Dated: ____/____, 20____

Respected Sir,

1st Sem. / 3rd Sem. to 8th Sem. I have also been issued the Degree certificate. But my Original Degree 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 _____

(Signature of Student)
Name:

Encl:-