

## **SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR**

**Dated:** \_\_\_\_/\_\_\_\_, 20\_\_\_\_

**Ref.:** SBS/FZR/ \_\_\_\_\_

**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:** 1<sup>st</sup> Sem. / 2<sup>nd</sup> Sem. / 3<sup>rd</sup> Sem. / 4<sup>th</sup> Sem. / 5<sup>th</sup> Sem. / 6<sup>th</sup> Sem./7<sup>th</sup>/8<sup>th</sup>

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)**

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

# **SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR**

**Dated:** \_\_\_\_/\_\_\_\_, 20\_\_\_\_

**Ref.:** SBS/FZR/ \_\_\_\_

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

**SHAHEED BHAGAT SINGH STATE UNIVERSITY , FEROZEPUR**

**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
<b>I</b>				
<b>II</b>				
<b>III</b>				
<b>IV</b>				
<b>V</b>				
<b>VI</b>				
<b>VII</b>				
<b>VIII</b>				
<b>IXth</b>				
<b>Xth</b>				
<b>Total</b>				

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.  <b>(Deptt. Clerk)</b>	<b>Forwarded to the Dean (Exams), MRSPTU,Bathinda further n.a. please.</b>  <b>(Signature of the HOD with seal)</b>	<b>Forwarded to the Dean (Exams), MRSPTU,Bathinda further n.a. please.</b>  <b>(Dean Academics)</b>
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## **SHAHEED BHAGAT SINGH STATE UNIVERSITY, FEROZEPUR**

**Dated:** \_\_\_\_/\_\_\_\_, 20\_\_\_\_

**Ref.:** SBS/FZR/ \_\_\_\_

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

***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

1<sup>st</sup> Sem. / 3<sup>rd</sup> Sem. to 8<sup>th</sup> 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 \_\_\_\_\_

Original FIR is enclosed

**(Signature of Student)**

Name:

<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),MRSPTU Bathinda , for further n.a. please.</p> <p>(Dean Academics)</p>
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EncL:-