

# **SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FEROZEPUR**

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

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

The Dean /Controller of (Examination)  
MRS,PTU, 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)

**c) Name of the theory subject(s) with code:--**

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 MRSPTU,Bathinda 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)

Forwarded to the Dean (Exams)MRS PTU, Bathinda, for further n.a. please.

**(Dean Academics)**

# **SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FEROZEPUR**

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

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

## **The Dean /Controller of (Examination)**

Maharaja Ranjit Singh Punjab Technical University  
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)**

**Encl.: \_\_\_ Attested copies of Result (as per above)**

# SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FEROZEPUR

## **NO DUES FORM (ENGG. WING.)**

Please intimate if any dues are pending against the following mentioned student:-

Name : \_\_\_\_\_ Father Name : \_\_\_\_\_

Roll No. : \_\_\_\_\_ Branch : \_\_\_\_\_

Year of admission : \_\_\_\_\_ Year of passing out : \_\_\_\_\_

Sr. No.	Deptt. / Sections	Signature	Remarks
01	Library		
02	Hostel (concerned) & Mess		
03	Concerned Deptt * (ChE, CE, EE, ECE, CSE, ME, B. Arch., MBA, MCA & BCA)		
04	Computer Centre		
05	Sports In-charge		
06	NCC In-charge		
07	NSS In-charge		
08	Account Section		

Note: 1. in case an officer in-charge does not provide information regarding dues then consequential likely loss if any, shall be his/ her responsibility.

2. \*Other departments /section in-charges/SECA/ISTE student's chapter/EO/Deans etc must send the list of students to the HOD of concerned departments in case any dues are pending against the students.

# **SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FEROZEPUR**

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

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

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

**Subject:** Correction in Name/Father's Name/Mother's Name

Respected Sir,

With due respect it is stated that my Name/Father's Name/Mother's Name printed on the DMC(s) 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.

The incorrect name of mine / my father, my mother's printed on the DMC, is \_\_\_\_\_.

My original DMC's of \_\_\_\_\_ Semester(s) 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's Name and issue the correct DMC to the undersigned. I shall be thankful to you.

(Signature of student)

Name: \_\_\_\_\_

<p>Verified and forwarded as per department record</p> <p>(Deptt. Clerk)                      (Signature of the HOD)</p>	<p>Forwarded to the Dean/Controller of (Exams), MRSPTU, Bathinda., for further n.a. please.</p> <p>(Dean Academics)</p>
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**Enclosure:** 1. Original DMC's of \_\_\_\_\_ Semester(s) bearing Nos. \_\_\_\_\_  
2. Attested copy of Matriculation certificate

# SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FEROZEPUR

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

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

The Director,  
Shaheed Bhagat Singh State Technical Campus  
Ferozpur

Subject: *Refund of security - Regarding*

Respected Sir,

It is stated that I am the student of 8th Sem. and have appeared in all the regular Exams as per PTU curriculum. My particulars are given below:--

1. Name: Mr. / Miss : \_\_\_\_\_ 2. Father's Name : \_\_\_\_\_  
3. Univ. Roll. No. : \_\_\_\_\_ 4. Branch : \_\_\_\_\_  
5. Bank Account No : \_\_\_\_\_ 5. Bank Name : \_\_\_\_\_  
6. Bank IFSC Code : \_\_\_\_\_ 6. Mobile No. : \_\_\_\_\_

My complete **No-Dues Form** (checked and verified by Clerk-Student Section) and **Identity Card** are enclosed herewith. You are requested to send my security refund amount at the address mentioned below:--

.....  
.....  
..... Pin .....

My academic record till date is as mentioned below:--

Sem.	Marks Obtained	Max. Marks	% age	Whether cleared in first attempt (Yes / No)	Passing Session (e.g. May/Dec., 20___ )	Reappear Subject(s) (if any)	Whether DMC issued
I							
II							
III							
IV							
V							
VI							
VII							
VII							
Total							

Whether all the Exams cleared in First attempt? (Yes / No): \_\_\_\_\_

(Signature of Student)  
Name: \_\_\_\_\_

(Signature of Deptt Clerk)  
Enclosure: 1. No-Dues Form 2. Identity Card

(Signature of the HOD)

# **SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, 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)

c) Name of the theory subject(s) with code:--

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

**(Signature of Student)**

Name: \_\_\_\_\_

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

**(Dean Academics)**

# **SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, 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	Max. Marks	% age	Passing Session
I				
II				
III				
IV				
V				
VI				
VII				
VII				
<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 \_\_\_\_\_ 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), PTU, Jal., for further n.a. please.**

**(Dean Academics)**

**Encl.:** \_\_\_ Attested copies of DMC's and Results





# **SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FEROZEPUR**

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

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

The Director,  
Shaheed Bhagat Singh State Technical Campus  
Ferozepur

**Subject: Issuing of PDC - Regarding**

**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 been issued \_\_\_\_\_ no. of DMC's till date. All the attested copies of DMC's and results declared by PTU, Jal. 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., 20\_\_\_\_\_

Sem.	Marks Obtained	Max. Marks	% age	Passing Session	Whether DMC issued
I					
II					
III					
IV					
V					
VI					
VII					
VII					
<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 facts / statements are true and I will be personally responsible for any kind of misinformation.

**(Signature of Student)**

Name: \_\_\_\_\_

**Encl.:** \_\_\_ Attested copies of DMC's and Results

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)**

# SHAHEED BHAGAT SINGH STATE TECHNICAL, CAMPUS, FEROZEPUR

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

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

**The Dean /Controller of (Examination)**

Punjab Technical University Jalandhar,

**Subject: Issuing of PDC and Degree –Regarding**

**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	Max. Marks	% age	Passing Session
I				
II				
III				
IV				
V				
VI				
VII				
VII				
<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 \_\_\_\_\_ 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), PTU, Jal., for further n.a. please.**

**(Dean Academics)**

**Encl.:** \_\_\_ Attested copies of DMC's and Results