



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

BATHINDA-151001, PUNJAB (INDIA)

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015 and Under Section 2(f) of UGC)

Ph. No.: +91-87250-72333, Website: www.mrsptu.ac.in, E-mail id: coemrs@gmail.com

Form No. CoE/01

Document Required: In Normal/Tatkal

Application for Duplicate Degree Certificate/DMC(s)

(Fill in Capital letters)

1.	Name	
2.	Father's Name	
3.	University Roll No.	
4.	Name of the College/Institute	
5.	Course/Branch	
6.	a.) Payment Detail (If through Demand Draft)	Demand Draft No. Dated: (D.D. in favour of "The Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda" payable at Bathinda).
	b.) If through Cash	University Receipt No. Dated:
7.	Mobile No.	
	Email Id	
8.	Mode of receiving the Certificate: (i) By hand. (ii) Full address of the candidate alongwith PIN code. If required by post (Postage Charges will be applicable).	

Date: _____

Signature of Candidate

Certificate

This is to certify that the student has cleared all the subjects of the course & the college has no objection if Duplicate Degree Certificate/DMC(s) is issued to Sh. _____ Roll No. _____ The semester wise detail is as follows:

Semester	Exam. Session in which Semester Passed	Obtained Marks	Total Marks	Remarks
First	May/Dec.			
Second	May/Dec. _____			
Third	May/Dec.			
Fourth	May/Dec.			
Fifth	May/Dec.			
Sixth	May/Dec. _____			
Seventh	May/Dec.			
Eight	May/Dec.			
Ninth	May/Dec.			
Tenth	May/Dec.			
	Total			

Signature
Principal of the College
(with stamp)

- Enclosures:
- 1) Photocopies of all result notifications/DMCs (as the case may be) duly attested by the Principal of concerned College/Institute.
 - 2) Original copy of FIR.
 - 3) An affidavit duly attested from 1st Class Magistrate (specimen given in Instructions).
 - 4) ID Proof of the concerned student.



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INSTRUCTIONS

1. For issue of duplicate Degree Certificate/DMCs, please attach an affidavit duly attested by the 1st Class Magistrate (Judicial) on INR 50/- stamp paper stating there in:

“That the Original Degree Certificate/DMCs earlier issued to me by the Maharaja Ranjit Singh Punjab Technical University has been lost and has not been used by me to seek admission anywhere.”

I myself will be responsible in case of any discrepancy.

2. All particulars required should be legibly and accurately filled by the candidate. This office will not be responsible for any delay in a case where the form is incomplete in any respects.
3. Nobody has the authority to apply or to draw the Duplicate Degree Certificate/DMC(s) of any other applicant.
4. Fee for the Duplicate Degree Certificate/DMC(s): -
 - (i) Degree Certificate - **INR 2360/- per Certificate (include GST@18%).**
 - (ii) DMC(s) - **INR 1180/- per DMC (include GST@18%).**
5. The fee will be non-refundable in any case.
6. Duplicate Degree Certificate/DMC(s) will be issued only after declaration of the Regular, Re-appear & re-evaluation results of all the semesters for that student.
7. Duplicate Degree Certificate/DMC(s) will be issued within 07 days of getting the prescribed form and fee.
8. For any correspondence with the university, Name, Father's Name, University Registration no., and the university Receipt No, with date of fee must be quoted.
9. In case applicant is unable to quote the mistake within 3 months of given letter, he/she has to apply again for the Duplicate Degree Certificate/DMC(s) with the required fees.
10. University postal charges will be charged extra INR 100/- (in Punjab), INR 200/- (outside Punjab) & INR 1500/- (outside India).
11. If the above certificate required Tatkal i.e. issuance of document within 07 working hours, fee of INR 5000/- will be charged in addition to fee mentioned above.