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BEANT COLLEGE OF ENGINEERING & TECHNOLOGY

(Established by Government of Punjab)

Post Box Number: 13, GURDASPUR-143521, Punjab (India)

Ref. Number: BCET/ACAD/_____

Date: ___/___/20___

**The Controller of Examination
Punjab Technical University Jalandhar
Jalandhar-Kapurthala Highway, Post Bag No 01
Kapurthala**

Subject: Regarding issuing of DMC

Respected Sir,

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

1. Name: Mr./Ms. (*in capital letters*) : _____
2. Father's Name : _____
3. College Roll. No. : _____
4. Univ. Roll. No. : _____
5. Present Semester : _____
6. Branch : _____
7. Batch : _____
8. Passing Session of _____ Semester Exams: May / Dec., 20_____

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

Date: ___/___/20___

Signature: _____

It is verified that the DMC of _____ Semester/s of concerned student has not been received by this Department till date

Date: ___/___/20___

(Department Clerk)

(Signature of the HOD)

It is verified that the college has not received the said DMC till date

Date: ___/___/20___

(Dealing Hand Academic)

(Official Academic Section)

Forwarded to the Controller of Examination, PTU, Jalandhar for further necessary action please.

Dean (Academics)
BCET Gurdaspur