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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:** Correction in Student's/Father's Name

Respected Sir,

With due respect, it is stated that my Name/Father's Name printed on the DMC(s) issued by your good self is incorrect. My correct details 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. DMC's issued till date are : 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup> Semester (Tick Please)

The incorrect name of mine/my father printed on the DMC is \_\_\_\_\_. Details of my original DMC's needing corrections are as follows and enclosed herewith for your kind consideration.

Sr. No.	Semester	DMC Number
1		
2		
3		

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, and issue the correct DMC to the undersigned. I shall be thankful to you.

Date: \_\_\_/\_\_\_/20\_\_\_

Signature: \_\_\_\_\_

Forwarded and verified as per record		
Date: ___/___/20___	_____	_____
	(Department Clerk)	(Signature of the HOD)

Verified by Academic Section		
Date: ___/___/20___	_____	_____
	(Clerk Academic Section)	(Official Academic Section)

Forwarded to the Controller of Examination, PTU, Jalandhar for further necessary action please.		
Dean (Academics) BCET Gurdaspur		

**Enclosure:** 1. Original DMC's as mentioned in table above.  
2. Attested copy of Matriculation certificate.