



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/04

Document Required: In Normal/Tatkal

Application for Transcript

(Fill in Capital letters)

1.	Name	
2.	Father's Name	
3.	Mother's Name	
4.	University Roll No.	
5.	Name of the College/Institute	
6.	Course/Branch & Batch	
7.	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:
8.	Mobile No.	
	Email Id	
9.	Mode of receiving the Transcript: (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 I have cleared all the subjects of the course. 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 DMCs. (In case, DMCs has not been issued, attested copies of all result notifications by the Principal of concerned College/Institute.
2) ID Proof of the concerned student.



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INSTRUCTIONS

1. 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.
2. Nobody has the authority to apply or to draw the Transcript of any other applicant.
3. Fee for the Transcript: - **INR 1000/- per copy.**
4. The fee will be non-refundable in any case.
5. Transcript will be issued only after declaration of the Regular, Re-appear & re-evaluation results of all the semesters for that student.
6. Transcript will be issued within 07 days of getting the prescribed form and fee.
7. 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.
8. In case applicant is unable to quote the mistake within 3 months of given letter, he/she has to apply again for the Transcript with the required fees.
9. University postal charges will be charged extra INR 100/- (in Punjab), INR 200/- (outside Punjab) & INR 1500/- (outside India).
10. If the Transcript required Tatkal i.e. issuance of document within 07 working hours, fee of INR 500/- will be charged in addition to fee mentioned above.