

Date\_\_\_\_\_

**Dean (Academics)**

Guru Nanak Dev Engineering College  
Ludhiana

Through: HOD\_\_\_\_\_

**Subject: Issue of Bona-fide Certificate/ Character Certificate /Provisional Degree Certificate / Official Transcript.**

Sir,

I \_\_\_\_\_ S/D/oMr. \_\_\_\_\_ & Mrs. \_\_\_\_\_  
Class Roll No. \_\_\_\_\_, University Roll No. \_\_\_\_\_ is/was a student of B.Tech./ M.Tech./  
MBA/MCA of batch \_\_\_\_\_, branch \_\_\_\_\_ in your esteemed  
Institution. You are requested to issue me a \_\_\_\_\_ certificate. Details are  
given as below:-

<b>Semester</b>	<b>Examination Passing Session</b>	<b>Marks Obtained/ SGPA Obtained</b>	<b>Total Marks/ Max Marks SGPA</b>	<b>Remarks</b>
1 <sup>st</sup>	May/Dec _____			
2 <sup>nd</sup>	May/Dec _____			
3 <sup>rd</sup>	May/Dec _____			
4 <sup>th</sup>	May/Dec _____			
5 <sup>th</sup>	May/Dec _____			
6 <sup>th</sup>	May/Dec _____			
7 <sup>th</sup>	May/Dec _____			
8 <sup>th</sup>	May/Dec _____			
	<b>TOTAL</b>			

**Yours faithfully,**

**(Signature of Student)**

**(Mobile : \_\_\_\_\_)**

**Certified that the above particulars given by the student are correct and the results attached are verified and found correct as per record. The character of the student during his stay in the department is/was \_\_\_\_\_ (Good/Very Good).**

**(Seal & Signature of HOD)**

**Verified by Department Clerk**