

**Dean (Academics)**

Guru Nanak Dev Engineering College  
Ludhiana

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

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

Sir,

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

**(FILL THE BELOW INFORMATION IN CASE OF PROVISIONAL DEGREE & OFFICIAL TRANSCRIPTS ONLY)**

<b>Semester</b>	<b>Examination Passing Session</b>	<b>Marks Obtained/ SGPA Obtained</b>	<b>Max<sup>m</sup> Marks/ Max<sup>m</sup> 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)**

**Student's Contact No.** \_\_\_\_\_

**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**