

DEGREE DMC DEALING
TIME (Window No. 02)

10:30AM TO 12:30PM
(ALL STUDENTS)

**(Note:-All On-roll Students will get
their documents from their
concerned branch two days after
applying)**

02:30PM TO 04:00PM
**(ONLY PASS OUT
STUDENTS)**

APPLY DEGREE, PDC, MIGRATION, TRANSCRIPTS FROM PTU FOLOWING ARE THE STEPS:-

1. Fill form (in Punjabi) addressed to controller of exam., IKGPTU, Jalandhar. Form available @ [gndec.ac.in/ home page / downloads](http://gndec.ac.in/home/page/downloads)
2. Submit this application form in concerned branch.
3. After two days (including form submission day) get this form from Academics Section at window no.4 during window timings.
4. After getting the above mentioned form i.e. NOC from college, student may apply online for required document at ptu.ac.in, by paying suitable fee through debit/credit card or directly walk-in to PTU.
5. To apply online go to ptu.ac.in at home page on side see link “Student Support Centre” Now apply online Degree, DMC, PDC (<http://support.ptu.edu.in/>)
6. Make your University Roll no. as ID and password of own choice.
7. After that login to this new account and follow the steps to apply any document.
8. Note:- At the place of Our college name select “Other” due to non availability of name of our college
9. Fee for various docs. as per current PTU rules is
Postage fee – Rs. 100/- (within Punjab)
Postage fee – Rs. 200/- (outside Punjab)
PDC Fee – Rs. 200/-
Migration Certificate – Rs.200/-
Transcripts Rs. 300/- (per set)
Duplicate Degree/DMC - Rs.500/-
The above mentioned fee is subject to IKGPTU rules.
10. Only degree case can also be applied through college. (The tentative time for getting original degree is at-least 25 days).

Sd/-
(Dean Academic)

TO APPLY PDC, BONAFIED, CHARACTER CERTIFICATE FROM COLLEGE, following are the steps:-

- 1. Fill Form in English addressed to The Dean (Academics) / Dean (PG & Res.)**
- 2. Form available @ gndec.ac.in/homepage/downloads**
- 3. Fill the above mentioned form**
- 4. For PDC attach all DMCs or Gazettes upto 8th semesters**
- 5. For Bona-fide & Character certificate just fee slip as per college rules**
- 6. Pay fee to the college cashier as per rules & attach the slip with form and submit that to the concerned dept.**
- 7. Collect your document after two days (excluding day of form submission) from your branch.**

***Sd/-
(Dean Academic)***

STUDENT'S PTU ACCOUNT

To get the soft copy of Tabulations, DMCs, PDC, Migration & Degree students have to login at www.m.ptuexam.com

Student's university roll no. is the ID and password can be availed from concerned branch from dept. clerk.

Enquiry no.

0161-5064704 (Branch Supt.)

0161-5064505 (M.Tech.)

0161-5064506 (Degree, DMC)

Note:-

- 1. "No-Dues" are Compulsory for 8th Sem. DMC & Degree***
- 2. No-Dues must be done in triplicate.***

Apply 40% Case

- 1. Get the 40% form is available at www.gndec.ac.in/downloads.**
- 2. Required docs. are eight PTU gazettes or 7 DMC & 1 PTU gazette.**
- 3. After filling the form properly as per instructions submit the form in the concerned branch.**
- 4. Students may apply through college or by his/her own.**
- 5. In case of urgency if the student is applying himself, he/she may pay the fee of Rs. 5000/- (five thousand only) to the university at HDFC Cash Counter on ground floor of university or make a Demand Draft of the above said amount and write his/her Name, Branch, Case type, Mobile no. on back of Demand Draft.**
- 6. Attach the DD with the form and submit it to PTU.**
- 7. If the case is applying through college submit the 40% form in the concerned branch with the DD of Rs.5000/- thousand as mentioned above.**

DUPLICATE DEGREE/DMC

- 1. To apply duplicate Degree/ DMC student has to lodge FIR in the concerned Police Station.***
- 2. Submit an application in the concerned branch signed by the student with original copy of FIR as supporting document.***
- 3. After two days get the above mentioned application from Academic Branch.***
- 4. Submit this application at ground floor of IKGPTU and pay the required fee.***
- 5. Or apply online by paying required fee at <http://support.ptu.edu.in/>***

Formalities to get Original Degree/DMC on Authority Basis

In case of getting Original Degree/DMC through third person instead of original holder of the document the student has to full-fill following requirements:-

- 1. The original holder of the documents has to send a letter in his own hand writing by mentioning the reason of not coming, along with his original scanned ID proof.***
- 2. Mention the name and relation of the person to whom authority is given.***
- 3. The person authorized has to get the print of email & it's attachments from director's office.***
- 4. Person authorized have to fill the form namely "Application for issue of degree certificate from College" to get the degree.***
- 5. Link for the above mentioned form <http://gndec.ac.in/?q=node/85>***
- 6. Attach with the form a copy of identity proof of the person authorized [Driving License/Adhar Card/Passport/PAN etc.]***
- 7. Submit the form with supporting documents at window no. 2 of academics section & get the required document.***