

Important Instructions

1. **Documents required for issue of Degree/ Diploma Certificate**
 - (i) After completion of one year his/her course student can apply for Degree/ Diploma Certificate.
 - (ii) Attested DMC's for all semesters.
 - (iii) Attested Proof of passing the qualifying exam/ before joining course in PTU. DEP.
 - (iv) Attested copy of Matriculation Certificate.

2. **Documents required for issue of Provisional Degree/ Diploma Certificate/ Migration Certificate**
 - (i) Demand Draft for Rs 200/- drawn in favour of **Registrar, PTU, payable at Jalandhar.**
 - (ii) Attested DMC's for all semesters.
 - (iii) Attested Proof of passing the qualifying exam/ before joining course in PTU. DEP.
 - (iv) Attested copy of Matriculation Certificate.

3. **DMC's/ Semester Mark Sheet**
 - (i) DMC/ Semester Mark Sheet will be issued to only those students who have passed the semester examination.

4. **Documents required for correction in Degree/ Diploma/ DMC**
 - (i) Demand Draft for Rs 200/- per **Degree/ Diploma/ DMC** drawn in favour of **Registrar, PTU, payable at Jalandhar.**
 - (ii) For name/father name correction- attested copy of Matriculation Certificate.
 - (iii) Original **Degree/ Diploma/ DMC** in which correction is to be made.

5. **Documents required for Issue of Duplicate DMC.**
 - (i) Demand Draft for Rs 200/- per DMC drawn in favour of **Registrar, PTU, payable at Jalandhar.**
 - (ii) Copy of First Information Report (FIR)

Note: Request should be in prescribed format only with all the required documents.