

Sr.No. .... / ..... (For office use)  
(year)

Form No.: PSOU/COE/2023/DMC/1005

## DMC ISSUING FORM

Date of Application: \_\_\_ / \_\_\_ / \_\_\_

The Controller of Examinations,

Jagat Guru Nanak Dev Punjab State Open University, Patiala

**Subject:** Issuing of DMC [Certificate/Diploma/Degree]

I have passed as University student from JGN DPSOU, Patiala. Detail of same is mentioned below. Kindly issue me DMC.

<b>Request of DMC (please tick option):-</b>		By Hand <input type="checkbox"/>	By Post <input type="checkbox"/>
<b>DMC: Certificate/Diploma/Degree (please tick)</b>		Certificate.....	Diploma..... Degree.....
1.	Name of Student		
2.	Father's/ Guardian Name (Mr.)		
3.	Mother's Name (Ms.)		
4.	Complete Address (with Pincode)		
5.	Mobile No. & E-Mail ID		
6.	Registration No.		
7.	University Roll No.		
8.	Name of Programme		
9.	Admission Cycle	Month: Jan / July	Year: .....
10.	Fees status (please tick option)	Paid <input type="checkbox"/>	Pending <input type="checkbox"/> (mention).....
11.	Category (please tick option)	General..... SC..... BC..... OBC..... EWS..... Others.....	
12.	Student type (please tick option)	Sikhya Daat..... Differently abled..... Govt. teacher .....	
		Univ. student ..... Other.....	

Yours Faithfully,

.....  
(Signature of Student)

### For Official Use Only (Exam Branch staff):

<b>I. Fee Status :</b> Paid <input type="checkbox"/> Pending <input type="checkbox"/>  <b>Verified By:</b> Sign : ..... Sh. Gurmeet Singh (Supdt.)  Date : .....	<b>I. Serial No. of DMC issued:.....</b> <b>II. Date of Issue:.....</b>  <b>Issued By:</b> By Hand <input type="checkbox"/> By Post <input type="checkbox"/>  Sign..... Ms. Renu Bala (DEO)  Date : .....	<b>Posted By:</b>  Posted on (date): .....  Sign..... Sh. Ishwar Singh (Sr. Asist.)
<b>Receiver of DMC:</b> Sign ..... Mobile..... Name ..... Date .....		

- Note :**
- Above DMC issuing form is to be filled & duly signed by the student.
  - Scanned Soft copy of this form along with ID proof (Aadhaar Card/Driving License/Passport/Voter card) are to be mailed at [coepsou@psou.ac.in](mailto:coepsou@psou.ac.in) (All attached documents should be duly signed by the student).
  - Hard copy of this form alongwith hard copy of ID proof (all duly signed) are to be submitted at Exam branch, JGN DPSOU (In case, DMC is required **By Hand**).