Examination Branch

Amloh Road, Mandi Gobindgarh, Fatehgarh Sahib, Punjab

Contact: 01765-521957 email: examsupport@deshbhagatuniversity.in

APPLICATION FOR DEGREE IN ABSENTIA

(Fill in Capital letters only)

1. Name: ……
2. Father's Name: …….
3. Mother's Name: ……
4. University Roll No.: ……..
5. Course: ……Batch ……
6. Branch: ……..
7. Payment Detail: ……..

   Receipt No/Draft No. _____Dated_____

   (Draft to be made in favour of Registrar, Desh Bhagat University)
8. Mode of Dispatch required: ……..

Date: …….. Signature of Student……

NOC (From Accounts Department):

Date: …….. Signature (with seal)…….

Remarks…… ***Controller of Examination***

FOR OFFICE USE ONLY (Document/DMC Section)

Discrepancy in Application (if any): ……..

Recommended/ Not Recommended:

……

Reasons for Rejection:

……

Action Taken: ……

Dealing Clerk

Date:

FOR OFFICE USE ONLY (Registration Section)

Discrepancy in Application (if any): ……..

Recommended/ Not Recommended:

……

Reasons for Rejection:

……

Action Taken: ……

Dealing Clerk

Date:

Desh Bhagat University
Research. Innovation. Entrepreneurship.
1972

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RULE FOR ISSUE OF DEGREE IN ABSENTIA

1. All particulars required should be legibly and correctly filled by the candidate to avoid delay due to incomplete/incorrect in any respects.
2. Student has to apply the Degree in Absentia personally or authorize a person on his/her behalf to Examination Branch.
3. The fee for Degree in Absentia will be non-refundable in any case.
4. Degree in Absentia will be issued only after declaration of the Regular, Re-appear & re-evaluation results of all the semesters for that student.
5. Degree in Absentia will be issued within 10 days of getting the prescribed form and fee.
6. For any correspondence with the university, Name, Father's Name, University, Registration No., and the University Receipt No, with date of fee must be quoted.
7. In case applicant is unable to quote the mistake within 3 month of given letter, he/she has to apply again for the Degree in Absentia with the required fees.
8. Copies of all DMCs are to be produced along with application and fees receipt for issue of Degree in Absentia.
9. Degree in Absentia will be dispatched under sealed cover.