



NOTICE (Dated 07-04-2026)

APPLICATION PROCESS FOR TRANSCRIPT

This is to inform all students about the procedure for applying for an official transcript:

1. Students are required to submit a formal application for the transcript.
2. The transcript application form can be downloaded from the college website:
www.dpcn.org.
3. Attach copies of all years' marksheets.
4. Submit a copy of the degree certificate.
5. Provide a copy of GNC registration.
6. Attach a copy of the college relieving certificate.
7. Submit any other important/relevant documents, if required.
8. Ensure that all documents are clear and self-attested.
9. Provide valid contact details (mobile number and email ID) for communication.
- 10. The transcript process may take a minimum of 10 working days.**
11. Students must be present in person to complete the process.

All students are advised to follow the above instructions carefully to avoid any delay in processing.

Prof. Dr. Virendra kumar Jain
Dean



TRANSCRIPT REQUEST FORM

1. Student Details

- Full Name (As per document): _____
- Enrollment/Registration No.: _____
- Program: B.Sc Nursing P.B.B.Sc Nursing ANM GNM M.Sc Nursing
- Year of Admission: _____ Year of Completion: _____
- Contact Number: _____
- Email ID: _____

2. Transcript Details

- Number of Copies Required: _____

3. Academic Record (Fill all years details)

Year	Marks Obtained	Out of Total Marks	Percentage (%)	Passing Status (Pass/Fail)	Attempt (First/Repeat)
1st Year					
2nd Year					
3rd Year					
4th Year					

4. Documents Submitted (Tick ✓)

- All Years Marksheets
- Degree Certificate
- GNC Registration
- College Relieving Certificate
- Other (please specify): _____

5. Purpose of Transcript

(Please specify reason, e.g., higher studies, job application, etc.)

6. Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge.

- Student Signature: _____
- Date: _____

For Office Use Only

- Application Received On: _____
- Documents Verified: Yes No
- Processing Status: _____
- Transcript Issued On: _____
- Office superintendent Signature: _____