KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla Bypass More,
P.O. – Kalla (C.H.), Dist: Paschim Bardhaman, Pin – 713340.

No. KNU/R/REG(Corr)/365/2018   Date: 19.04.2018

To
The Principal/ Teacher-in-Charge
Affiliated to Kazi Nazrul University.

Sub: <u>Notice for Correction of Registration Certificate & Admit Card related data for the Students registered in UG courses in 2017 -2018 Academic session.</u>

Sir/ Madam,

Drawing reference to the above this is to inform all concerned that Correction of Registration and Admit related data of the Students admitted & registered in UG courses in 2017 -2018 Academic session will have to be made in database. Therefore, you are requested to send a consolidated statement (in excel format) to mmdchin@gmail.com **latest by 23.04.2018 (Monday, till 5 pm).** *You are further requested to upload a Notice in your college website regarding the correction of Registration/Admit Card.*

Individual student concerned are directed to contact respective colleges and submit application for correction of Registration Certificate. The details of documents along with incorrect registration certificate/Admit Card (if so) to be enclosed with the application duly attested by Head of the Department is mentioned below:

Sl. No.	Item to be rectified	Supporting documents to be submitted along with Xerox copy of the document
1	Name of the Candidate	Birth Certificate / Admit Card of class-x or Equivalent examination / Voter- ID Card/ Aadhaar Card / PAN / Ration Card / Driving License
2	Father's Name	-Do-
3	Mother's Name	–Do–
4	Date of Birth	Admit Card of class-x OR Equivalent examination
5	Mobile No	Self Declaration
6	Email Id	Self Declaration
7	Subject related	Certify by the respective HOD of the College.
8	Image	Scan copy of image(.jpg / .jpeg), *Rename with Registration No.*

In case of any problem regarding above Sri Maheswar Malo Das 9831519885 may be contacted.

All concerned are requested to follow above deadlines strictly. After this deadline no other correction will be entertained.

Yours sincerely,

(S. K. Guha)
Registrar (OSD)
REGISTRAR
KAZI NAZRUL UNIVERSITY
ASANSOL - 713340

<u>*Copy to:*</u>
1. Inspector of Colleges, Kazi Nazrul University;
2. Controller of Examinations, Kazi Nazrul Unviersity;
3. PA to the Vice Chancellor for information to the Hon'ble Vice Chancellor;
4. System Analyst for uploading to the University website.