

Dated:

To

Dean Academics/ Dean PG & / Co-coordinator PTU Regional Centre
Guru Nanak Dev Engg. College,
Ludhiana.

Through: Head of Department/Officer Incharge M.Tech.

Subject: Correction in Academic Record

Sir,

I _____ S/o/D/o. Sh. _____,
PTU Roll No. _____, College Roll No. _____,
Branch: _____, am a student of 1st/2nd/3rd & 4th year B.Tech./ MBA/MCA/ M.Tech.(under
Regional Centre) M.Tech.-AICTE approved.

Sr.No.	Discrepancies in Record	It should be corrected as

It is requested that the above discrepancies may kindly be removed.

Yours sincerely,

Signature of Student: _____

E-mail: _____

Mobile No.: _____

Note: 1. Matriculation Certificate attach herewith for any correction in Academic Record.

2. For any other Correction attach relevant document.

- ***B.Tech./MBA/MCA students should submit application to Dean Academics***
- ***M.Tech.(under Regional Centre) to Co-ordinator PTU Regional Centre***
- ***M.Tech.- AICTE approved to Dean PG & R***