

Dated:_____

Dean Academics

Guru Nanak Dev Engg. College,
Ludhiana.

Through: Head of Department/Officer In-charge

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.-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.**
- 3. B.Tech./M.Tech./MBA/MCA students should submit application to Dean Academics**