



GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

*An Autonomous College u/s 2(f) and 12(B) of UGC Act,1956
Institute Accredited by NAAC ('A' Grade) under UGC and TCS,
AICTE Approved, Punjab Govt. Aided Status, Affiliated to IKG Punjab Technical University, Jalandhar,
ISO:9001-2008 Certified, UG Programmes accredited by IEI

Dated: _____

Dean Academics

Through: HOD _____

Subject: Correction/Changes in College ID Card.

Latest
Passport size
photograph of
student

Sir,

I _____ S/o,D/o _____ University Roll No. _____,
College Roll No _____, Branch: _____
am a student of 1st/2nd/3rd/4th year B.Tech./MBA / MCA / M.Tech.. My college Identity Card no.
is _____.

Following discrepancies/changes in I. Card		It should be corrected as *(Use Capital Letter only)
Name		
Father's name		
Mother's Name		
Branch		
URN/CRN		
Mobile No.		
Permanent Address		

Yours sincerely,

Cash Receipt No. _____

Date of Receipt _____

(Signature)
(Student Mobile No. _____)

Enclosure:-

1. Passport size photograph
2. Address proof
3. Documentary proof of correction/changes.
4. Original existing identity card
5. Cash receipt (Rs. 100/- to be deposited to cashier)

(Verification by Academics Branch)

Forwarded to :-
O.I/C. (I. D. Card Cell)

Verified that the above mentioned student is On-Roll/Off Roll (Yes/No) _____.

(Dealing Hand)

(Supt./O.I/C. Academics Branch)