Dated:

To

Dean Academics/ Dean PG & / Co-ordinator 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.

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<th>Sr.No.</th>
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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