

Examination Branch

No. COE/104/.....Dated:.....

HOD (ME)

Subject: - Procedure to verify the particulars of the student.

Sir,

This is in reference to your letter No.ME/15/8419 dated: 09-04-2021. Student is applying for correction for issue of university result notification on the basis of information available in his portal (provided by IKGPTU.)

The department clerk is supposed to verify information provided by the concerned student in the application by asking the same student to get it checked from the portal of the student.

The above procedure is to be followed if relevant record is not available to the department. Efforts are on to provide the same. Till that happen, the above procedure is to be followed.

Controller of Examinations