



কল্যাণী গভঃ ইঞ্জিনিয়ারিং কলেজ
Kalyani Government Engineering College
(Govt. of West Bengal)

NOTICE

Dated: 02.08.2017

NO: KGEC/MD/NOTICE/2017/2

Process to apply for obtaining corrected mark sheets :

To bring transparency and for smooth functioning, each student is requested to follow the steps mentioned below while applying for corrected mark sheets :

1. **You must apply within a week of publication of your result now onwards.** However those who have not yet applied for the results already published, they are requested to apply immediately.
2. Fill up 2 copies of identical forms available on the college website/ Xerox center/ Examination section. Out of these 2 forms, 1 should be submitted to examination section with all enclosed documents. Person who is receiving the form with all enclosed documents will write "received", will put his/her signature and date on the 2nd form. You keep the 2nd form with you as a proof and future reference.
3. Put your entry on a summary sheet available with the person receiving your application.
4. Attach the following documents with the form you are submitting:
 - a. Photocopy of registration certificate
 - b. Photocopies of all mark sheets which are to be corrected
 - c. Photocopies of all mark sheets of those semesters which are cleared later on.

Swapan Kr. Mondal
02.08.17

Dated : 02.08.2017

Chairman, One time mark sheet distribution committee