



**Office of the Principal
Durgapur Government College**

(Accredited A Grade by NAAC)

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Notice No. – 005

Date – 09/01/2021

NOTICE

In pursuance of the notification of the Kaji Nazrul University in relation to online university registration process of UG students at different dates commencing from 22/12/2020 and ending on 09/01/2021, it has been observed that the number of registered students are not up to the mark as compared to the listed candidates of under graduate admission 2020. According to the university notification dated 03/01/2021, the process of final editing of the registration information of the students will have to be concluded by 11/01/2021.

Observing the current status of admission, in order to provide better opportunity considering the best choice, the college authority has decided to inform the **Registered Students of the UG First Semester**, who are willing to **change their Admitted Course**, can **apply through email to dpggovtcollege.admission@gmail.com** in the **specified format** as given in **annexure 1** for such change. No applications for course change will be entertained **after 12 Noon of 10/01/2021**.

The request to change only Generic / Discipline 2 or MIL / Discipline 3 will not be entertained at any stage.

- **Change in the admitted course will be allowed only if the candidate had already applied in the desired course and on the availability of that desired course.**
- **Only sending the application through email does not ensure the successful completion of the process of course change.**
- **Any improper information, if provided, will lead to the cancellation of the application of course change.**

No further request or change thereafter in this regard will be entertained later.

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**Application Form for Course Change in UG First Semester Admission
for the Academic Session 2020-21**

To
The Principal
Durgapur Government College
Durgapur

Sub: Application for Course Transfer

Respected Sir,

I, _____, a student of _____, would wish to inform you that I have already completed my registration process in Kazi Nazrul University in a particular course through your college. However, I would like to choose and transfer my present admitted course _____ to preferred course _____ as this course is my best choice. Under these circumstances, I am requesting you to kindly allow me to change my course. **Details of my admission and university registration are furnished below:**

Name:

Admitted Course:

Preferred Course:

Email Address:

Application ID for College:

KNU Registration Sequence Number:

College Roll No.:

Declaration

- ✓ I will submit the balance admission fees for the required course change.
- ✓ I will strictly adhere to the required minimum attendance to appear for the Kazi Nazrul University Exam.
- ✓ I agree to accept the changes in the subject combination due to course transfer as approved by the college authority.
- ✓ I will not apply for further change or for revert to previous course.
- ✓ I am executing and accepting this with the best of my knowledge and belief.

I shall be highly obliged if you kindly grant my request and do the needful.

Thanking you,

Yours faithfully,

Signature of the Candidate:

Name of the Candidate: