



# 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: Issuing College ID Card for New Admission/Migration.**

Latest  
Passport size  
photograph  
of student

Sir,

I \_\_\_\_\_ S/o,D/o. \_\_\_\_\_ is taken admission in Branch  
\_\_\_\_\_ 1st/2nd/3rd/4th year B.Tech./MBA / MCA / M.Tech.  
My University Roll No is \_\_\_\_\_ and College Roll No is \_\_\_\_\_, It is  
requested that kindly issue me the College ID Card.

Yours sincerely,

**(Signature)**

Mobile No.: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Email ID : \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City/Village: \_\_\_\_\_

District: \_\_\_\_\_, State: \_\_\_\_\_, Pin Code: \_\_\_\_\_

**Enclosure:**

1. Passport Size Photograph.
2. Address Proof

(Verification by Academics Branch)

Dated: \_\_\_\_\_

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)

(Dean Academics)