



Office of the Principal
গুৱাহাটী মহাবিদ্যালয়
GUWAHATI COLLEGE

Recognised under UGC 2(f) and 12 (B)
(Reaccredited by NAAC with B++ Grade in 2023)

Ref No:.....

Date: 05/09/25

NOTICE

It is hereby notified to all the students of H.S. 2nd Year that **those who want to make corrections in their Registration** for the **session 2024-25** must come to the College Office on **10/09/2025 after 2 PM.**

Students are allowed to do correction as per below mentioned option only:

- Name of the Student
- Parent's name (Father name or Mother name, any one only)
- Gender
- Correction of Subject (Medium and Subjects only)
- Correction of Photo / Signature (Photo or Signature, any one only)

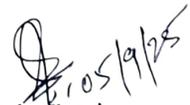
Documents Required:

- A Xerox copy HSLC Admit Card
- Original Registration Certificate
- Recommendation letter (Required for Gender, Subject, Medium, Photo & Signature correction) – Attached with the notice
- Other (as per requirements)

NOTE: HSLC Admit Card is required for correction in Student's name & Parents name correction.

Correction fee: ₹200 per student (Payments will be accepted via UPI only.)

N.B.: All concerned students are advised to complete their correction process within the stipulated time.


Principal
Guwahati College
Principal
Guwahati College
Guwahati-21

RECOMMENDATION LETTER
(Submitted by the Principal/HOI from which the registration is done)

To,

The Secretary,
Assam State School Education Board, Division-II, Bamunimaidam, Guwahati-21

Subject- Prayer for correction in the Registration Certificate.

Sir,

Referring to the subject cited above I would like to request you to kindly correct the Registration data of the below mentioned student.

NAME OF THE STUDENT		
REGISTRATION NUMBER / SESSION		
INSTITUTION NAME & CODE		
FOR STREAM CORRECTION	PREVIOUS STREAM	STREAM TO BE CORRECTED AS
FOR SUBJECT CORRECTION	SUBJECT(S) AS PER REGISTRATION CERTIFICATE	SUBJECT(S) TO BE CORRECTED IN THE REGISTRATION CERTIFICATE
	1.	1.
	2.	2.
	3.	3.
	4.	4.
	5.	5.
	6.	6.
FOR PHOTO CORRECTION	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">PASTE THE CORRECT PHOTOGRAPH HERE NB: PHOTO MUST BE DULLY ATTESTED BY THE PRINCIPAL WITH SEAL</div>	<p>Put the Correct Signature in the box below</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin: auto;"></div>
<i>FOR MEDIUM CORRECTION (Please mention the medium to be corrected as)</i>		
<i>FOR GENDER CORRECTION (Please mention the Gender to be corrected as)</i>		

Declaration by the Principal:

I do hereby declare that the student above is attending class in HS 2nd Year in the above stream and subject(s) to be corrected in the Registration Certificate. Further, I do hereby declare that the data furnished above are true and in case of any misrepresentation or at any stage if the furnished data are found to be false, I shall be held responsible.

PLACE:
DATE:

SEAL & SIGNATURE OF THE PRINCIPAL/HOI
(Institution through which the registration is done.)