

To,
The Principal
Panchakot Mahavidyalaya
Sarbari, Neturia
Purulia

Subject: Application for subject (MAJOR) change

Sir,
Respectfully I beg to state that I had taken admission in semester – I of Panchakot Mahavidyalaya UG _____ Major course, but right now am unable to continue with this course and want to change the course to UG _____ Major course.

I hereby request you to accept this application and to allow me to change the course of study if possible.

Thanking you,
Yours faithfully,

Name : _____
Admission Number : _____
Major admitted : _____
Requested Major : _____
Caste : _____
Phone number : _____

_____ (signature in full)

_____ (date)

Enclosures:

1. Admission Slip
2. Verification certificate
3. Aadhar card
4. Caste certificate (if applicable)