



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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04.05.2022

To,

The Centres in-Charge
All KKHSOU Study Centres

Sub.: Updating information of Study Centre

Sir/Madam,

In reference to the subject cited above, you are requested to kindly verify the data of your Study Centre in the portal by using the ID and password provided by the university. The verification is required in respect of the followings on the eve of the next admission process:

1. Proper address of the Study Centre
2. Name & contact details (Phone Number & e-mail ID) of the Centre in-Charge.
3. Name & contact details (Phone Number & e-mail ID) of the Coordinator.
4. List of the Members of Study Centre Management Committee with phone numbers.
5. Counsellor list with phone numbers.
6. Counselling record with the class routine.
7. Audited statement of accounts (Please send the hard copy to the undersigned)

In view of the above, you are requested to do the needful for sending the above documents at an early date.

The matter may kindly be treated as urgent.

Yours sincerely

Dean (Study Centre)

Copy to:

1. Secretary to the Vice-Chancellor, KKHSOU
2. Secretary to the Registrar, KKHSOU