



**J.C. Bose University of Science & Technology, YMCA, Faridabad, Haryana**  
(A Haryana State Government University)  
(Established by Haryana State Legislative Act No. 21 of 2009 & Recognised by UGC Act 1956 u/s 22 to Confer Degrees)  
Accredited 'A+' Grade by NAAC



Ref. No. 08/07/2026/A&R/3520

Date: 21.01.2026

(Affiliation & Registration Branch)

**NOTICE**

**Subject: Reg. verification and updation/correction of student's particulars on University ERP portal and Students ID card in respect of the students admitted in various courses of UTDs in AY 2025-26.**

All students admitted to various UG/PG courses in the University Teaching Departments (UTDs) for the Academic Year 2025–26 are hereby informed that their details (such as Student Name, Father's Name, Mother's Name, Roll Number, Registration Number\*, Photograph, etc.), which will be printed on the Detailed Marks Certificates (DMCs) issued by the University, have been uploaded on the University ERP portal and are available under the respective student ERP login.

Further, University Student ID Cards have been issued to all registered students. These ID cards have been prepared based on the information provided by students in the Permanent Student ID Card form.

Students are advised to carefully verify their details on the ERP portal and Student ID card. Although due care has been taken while uploading the information / printing the ID cards, in case of any discrepancy is noticed then students may submit a request for correction/update the same at the **Student Window of the Affiliation & Registration Branch** on or before **05.02.2026**. Requests received after this date will be processed only with the applicable correction/update fee.

*\*Registration numbers are issued only to students who have no document pending.*

Enclosure: Request form for correction/ updation in student particulars.

*Manohar*  
*21/01/2026*  
**Superintendent**  
**(Affiliation & registration)**

- All Chairpersons of UTDs are requested to inform the concerned students of their respective departments about the same.

Copy of the above is forwarded to the following for information please:-

1. PA to Vice- Chancellor for kind information of Hon'ble Vice-Chancellor
2. PA to Registrar for kind information of W/Registrar.
3. System Analyst – to upload on University website
4. Notice Board





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**REQUEST FOR CORRECTION/ UPDATION IN STUDENT**  
**PARTICULARS/ PHOTOS**

Date \_\_\_\_\_

To

The Deputy Registrar/ Assistant Registrar  
(Affiliation & Registration Branch)  
J.C. Bose University of Science and Technology YMCA,  
Faridabad.

Sir/Madam,

It is submitted that I am student of \_\_\_\_\_ (Course name)  
Semester \_\_\_\_\_ Roll No. \_\_\_\_\_.

It is informed that my particulars i.e. Name/Father name/ Mother Name/ D.O.B./ Registration No./ Mobile No./ Photograph/ E-mail/ Blood Group/ Annual Family Income on the online portal is wrong. It is requested to correct the same as under:-

Sr. No.	Wrong Particular	Correct Particular
1.	Name	_____
2.	Father's Name	_____
3.	Mother's Name	_____
4.	Date of Birth	_____
5.	Registration No.	_____
6.	Mobile No.	_____
7.	Photo Update	_____
8.	E-mail	_____
9.	Blood Group	_____
10.	Annual Family Income	_____
11.	DLMS related issue	_____

Therefore, kindly allow me to deposit fee of Rs.500/- in Account Section for correction in particulars as mention above.

**Note:** For update any particular from Sr. No. 1 to 4, enclosed 10<sup>th</sup> DMC copy with this form  
Yours Faithfully

(Signature)

Name: \_\_\_\_\_  
Roll No. \_\_\_\_\_  
Course \_\_\_\_\_

Sem. \_\_\_\_\_  
Mob. No. \_\_\_\_\_  
E-mail \_\_\_\_\_

Forwarded through Chairperson/HOD

\_\_\_\_\_  
(Stamp & Signature with Date)

DR/AR/Supt. (Affiliation & Registration)