



BRAINWARE UNIVERSITY

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

NOTICE

Ref. No.: BWU/REG/NTC/STD/2022/051

Date: July 23, 2022

HELPLINES

Scholarship & Rail Concession

Purpose	Contact Person	Department	Building	Floor	Room No	Phone no
Kanyashree	Ms Deepanwita Dey	Registrar's Office	I	Ground	Reception	033-71445643
National Scholarships						
WB Post-Matric Scholarship For SC/ST/OBC Students						
Swami Vivekananda Merit Cum Means Scholarship						
WB Chief Minister Relief Fund Nabanna Scholarship						
WB post-matric & merit-cum-means Scholarship for Minorities Aikyashree						
Others Private Scholarships						
Railway Concession						

Collection of Grade Cards / Certificates

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Angshuman Sikder	Registrar's Office	I	Ground	Reception	033-71445643

Collection of ID Cards / Registration Certificate

Contact Person	Department	Building	Floor	Room No	Phone no
Ms Adity Roy Chowdhury	Administration	III	Ground	Reception	033-71445566

Bonafide Letter / Leaving Certificate

Purpose	Contact Person	Department	Building	Floor	Room No	Phone no
Bona-fide Letter For Education Loan	Ms Mahua Bhaduri	Accounts	III	Ground	001	033-71445571/ 72
Bona-fide letter	Ms Deepanwita Dey	Registrar's Office	I	Ground	Reception	033-71445643
Leaving Certificate						

Bonafide Letter (International students)

Contact Person	Department	Building	Floor	Room No	Phone no
Ms Suchorita Bhattacharya	Students Relations	II	Ground	001	033-71445613

Consultation with Doctor & Students' Counselor

Contact Person	Department	Building	Floor	Room No	Phone no
Ms Deepanwita Dey	Registrar's Office	I	Ground	Reception	033-71445643



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Students' Forum related issues & updating of mobile no. and address

Contact Person	Department	Building	Floor	Room No	Phone no
Ms Reena Chatterjee	Registrar's Office	III	1 st	116	033-71445590

University Mail ID – Password related issues

Contact Person	Department	Building	Floor	Room No	Phone no
Ms Sushmita Mukhopadhyay	Registrar's Office	III	1 st	106	8961286446
Pallabi Chatterjee	Registrar's Office	III	1 st	106	9163998379

University Mail ID – Device related issues, Mail ID synchronization

Contact Person	Department	Building	Floor	Room No	Phone no
Mr Bhola Sur	IT Support	III	1 st	105C	9836947653
Mr. Gour Chandra Shee	IT Support	III	1 st	105C	9007315215

Submission of Documents/Certificates & Anti Ragging Form

Contact Person	Department	Building	Floor	Room No	Phone no
Ms Deepanwita Dey	Registrar's Office	I	Ground	Reception	033-71445643

West Bengal Student Credit Card

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Siddhartha Sanyal	Registrar's Office	III	1 st	106	033-71445575
Mr. Dinabandhu Kar	Finance	III	Ground	001	033-71445572

Check University Students' Self Service (www.brainwareuniversity.ac.in/studentselfservice) regularly for the followings.

Check attendance	Download admission documents	Download class notes, syllabus
View all announcements	See examination notice	See placement notice
Can post suggestion	Can post enquiry	Can post your problem

Sd/- **Mahua Pal**
Registrar
Brainware University