



## BRAINWARE UNIVERSITY

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

### NOTICE

Ref. No.: BWU/REG/NTC/STD/2025/032

Date: July 9, 2025

### HELPLINES

#### Scholarship & Rail Concession

Purpose	Contact Person	Department	Building	Floor	Room No	Phone no
Kanyashree Prakalpa	Ms. Deepanwita Dey	Registrar's Office	Rammohan Bhavan (Building VI)	Ground	015	033-69010532
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						

#### West Bengal Student Credit Card

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Siddhartha Sanyal	Registrar's Office	Rabindra Bhavan (Building V)	6th	610	033-69010517

#### Collection of Grade Cards / Certificates

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Angshuman Sikder	Examination	Prafulla Bhavan (Building III)	3rd	307	033-69010529

#### Collection of ID Cards

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Santanu Baral	Registrar's Office	Rabindra Bhavan (Building V)	6th	611	033-69010507

#### Collection of Registration Certificate

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Reena Chatterjee	Registrar's Office	Rabindra Bhavan (Building V)	6th	611	033-69010507



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### Collection of Admission Kit / Dress Material

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Subrata Dey	Admission	Vidyasagar Bhavan (Building II)	Ground	006	033-69010561

\* Students are kindly requested to await further communication, which will be provided in due course.

### Bonafide Letter

Purpose	Contact Person	Department	Building	Floor	Room No	Phone no
Bona-fide Letter For Education Loan	Ms. Mahua Bhaduri	Finance	Prafulla Bhavan (Building III)	Ground	001	033-69010634
Bona-fide letter	Ms. Deepanwita Dey	Registrar's Office	Rammohan Bhavan (Building VI)	Ground	015	033-69010532

### Bonafide Letter (International students)

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Suchorita Das	Students Relations	Vidyasagar Bhavan (Building II)	1st	101	033-69010562

### Consultation with Doctor & Students' Counselor

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Deepanwita Dey	Registrar's Office	Rammohan Bhavan (Building VI)	Ground	015	033-69010532

### Students' Forum - Password related issues & updating students' profile

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Reena Chatterjee	Registrar's Office	Rabindra Bhavan (Building V)	6th	611	033-69010507

### University Mail ID – Password related issues (12:00 noon to 2:00 pm and 4:00 pm to 6:00 pm)

Department	Building	Floor	Room No	Whatsapp no
IT Support	Prafulla Bhavan (Building III)	1st	105	8981706777



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### University Mail ID – Mail ID setup or synchronization on mobile device

(12:00 noon to 2:00 pm and 4:00 pm to 6:00 pm)

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Ujjal Mukherjee	IT Support	Prafulla Bhavan (Building III)	1st	105	9748041317
Mr. Biswajit Mahato					8328778052
Mr. Anupam Dey					8697953581

### Payment Related issues

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Mahua Bhaduri	Finance	Prafulla Bhavan (Building III)	Ground	001	033-69010634

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

Check attendance	Download admission documents	Download class notes, lecture plan, syllabus
View all announcements	Examination notice and form fillup	See placement notice
Can post suggestion	Can post enquiry	Can post your problem

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