



BRAINWARE UNIVERSITY

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

NOTICE

Ref. No.: BWU/REG/NTC/STD/2023/070

Date: August 22, 2023

HELPLINES (REVISED)

Students are hereby advised to follow the REVISED HELPLINE NUMBERS w.e.f August 23, 2023.

Scholarship & Rail Concession

Purpose	Contact Person	Department	Building	Floor	Room No	Phone no
Kanyashree Prakalpa	Ms. Deepanwita Dey	Registrar's Office	I	Ground	Reception	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	III	1st	106	033-69010517

Collection of Grade Cards / Certificates

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

Collection of ID Cards

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Snigdha Das	Administration	III	Ground	Reception	033-69010500

Collection of Registration Certificate

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Reena Chatterjee	Registrar's Office	III	1st	116	033-69010507

Collection of Admission Kit / Dress Material

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



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Bonafide Letter

Purpose	Contact Person	Department	Building	Floor	Room No	Phone no
Bona-fide Letter For Education Loan	Ms. Mahua Bhaduri	Accounts	III	Ground	001	033-69010502/503
Bona-fide letter	Ms. Deepanwita Dey	Registrar's Office	I	Ground	Reception	033-69010532

Bonafide Letter (International students)

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Suchorita Bhattacharya	Students Relations	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	I	Ground	Reception	033-69010532

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

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Reena Chatterjee	Registrar's Office	III	1st	116	033-69010507

University Mail ID – Password related issues

Contact Person	Department	Building	Floor	Room No	Phone no
Ms. Susmita Mukhopadhyay	Registrar's Office	III	1st	106	033-69010515
Ms. Pallabi Chatterjee	Registrar's Office	III	1st	106	033-69010515

University Mail ID – Device related issues, Mail ID synchronization

Contact Person	Department	Building	Floor	Room No	Phone no
Mr. Ujjal Mukherjee	IT Support	III	1st	105C	9748041317
Mr. Biswajit Mahato	IT Support	III	1st	105C	8328778052
Mr. Tuhin Chakraborty	IT Support	III	1st	105C	8017108609
Mr. Anupam Dey	IT Support	III	1st	105C	8697953581

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