



Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
NAAC Accredited and ISO 9001 : 2015 Certified
E. M. Bypass, Baghajatin, Kolkata - 700 094

Phone : (033) 2416-0048
E-mail : principal.sammilani@gmail.com
Website : <https://www.sammilanimahavidyalaya.ac.in>

Offices for Different Student Related Job and Procedure for Collecting Different Certificates

Office 2: Application for College Pass Certificate, Transfer Certificate, Beneficiary or College Leaving Certificate and submission of any form for all Scholarships (within 2.00 pm)

Office 2: Receiving College Pass Certificate, Transfer Certificate and Beneficiary certificate (After 3.00 pm)

Office 3: Submission of filled up form (Office hours)

Office 3: Receiving Marksheet and Admit Card (Office hours)

Procedure for Receiving College Pass Certificate, Transfer Certificate, Beneficiary/College Leaving Certificate:

Step 1.: Write an application with student details viz. Student ID, Date of Birth, Name of Father/Guardian, Year of Passing, CU Roll no., CU Registration No.

Step 2: Submit all payment receipts with a photocopy of your final/last marksheet with the application to Office 2 within 2.00 pm.

Step 3: In case you do not have all the payment receipts, login to college website using your login ID and password and retrieve the payment receipts and submit.

Step 4: Wait for processing with the original marksheet.

Step 5: If you have all the papers and in order you can get the certificate after 3.00 pm in the same day

Step 6: If you do not have all the papers in order and want to submit all the papers, come next day

Step 7: If your past payment is not cleared, make payment for the dues and submit the payment receipts before 2.00 pm

Step 8: Collect certificate after 3.00 pm.

N.B.: In case of any urgent need, one can apply through email at officesammilani@gmail.com with all the scanned papers as stated above and wait for reply.

However, one needs to submit photocopy of all the papers and show original final/last marksheet at the time of collection of your certificate.


Principal
Sammilani Mahavidyalaya
E.M. Bypass, Baghajatin
Kolkata-700 094