Service Request Form is initiated on our website (www.shrishikshayatancollege.org) to enable students to place the following requests **ONLINE** and also to track the status of the request till its closure online. The following services can be availed:

a) Bonafide Certificate

b) Character Certificate

c) College Leaving Certificate

d) Transfer Certificate (TC)

e) Fees Certificate for Loan *

f) University Form (Duplicate / Migration) - Attestation

g) Transcript Form (CU) - Attestation

h) CU Registration Certificate *(If anybody missed distribution date)*

i) CU Marksheets *(If anybody missed distribution date)*

j) Pass / Degree Certificate (UG/PG/B.Ed.)

k) Scholarship Forms: **KANYASHREE**

l) Scholarship Forms: **WB MINORITIES - POST MATRIC SCHOLARSHIP**

m) Scholarship Forms: **SWAMI VIVEKANANDA MERIT cum MEANS SCHOLARSHIP**

n) Scholarship Forms: **NATIONAL SCHOLARSHIP**

o) Scholarship Forms: **ANY OTHER**

p) Articleship Forms **(Form No - 112)** - Attestation

q) Any Other - Please mention clearly in the prescribed area

Process:

o Fillup the **Service Request Form**.

o Existing students have to enter their UID (Barcode No) and click **'>'**. All relevant details will appear.

o Passout students (who do not remember their UID/Barcode) will have to fillup their details. (Not applicable for existing and students passing out in current session.)

o Select **Service Type** from drop down menu.

- o Scan & Upload documents: (In one file - PDF format) (As applicable)
  - ➢ **Bonafide / Character / College Leaving / Transfer / Fees Certificate for Loan:** {Applicable for **(a) - (e)**}
    - CU Registration Certificate
    - Last Passed Marksheet (CU)
    - Last Fees Challan
    - Last Appeared Admit Card (CU)
    - * All Challans for Fees paid by student (For Fees Certificate including above).
  - ➢ **University Forms / Transcripts:** {Applicable for **(f) - (g)**}
    - CU Form (Duly filled up & Signed) with all documents mentioned in the Form.
  - ➢ **CU Registration Certificate / Marksheets:** {Applicable for **(h) - (i)**}
    - A documents containing CU Registration No and a valid reason documents for non-collection ok scheduled dates.
    - Relevant Admit Card for Marksheet or Old Marksheet for Review Marksheet mentioning a valid reason document for not collecting on scheduled dates.
  - ➢ **Pass / Degree Certificate (UG/PG/B.Ed.):** {Applicable for **(j)**}
    - Final Year / Semester Marksheet (without lamination) (Passed).
  - ➢ **Scholarship Forms: KANYASHREE:** {Applicable for **(k)**}
    - Birth Certificate (Issued by Govt. of West Bengal)
    - Aadhar Card
    - Guardian Voter ID Card
    - Bank Passbook (1st Page) (Account should be in the name of Student)
  - ➢ **Scholarship Forms: WB MINORITIES - POST MATRIC SCHOLARSHIP / SWAMI VIVEKANANDA MERIT cum MEANS SCHOLARSHIP / NATIONAL SCHOLARSHIP:** {Applicable for **(l) - (o)**}
    - Family Income Certificate
    - Last Examination Passed - Marksheet
    - Bank Passbook (1st Page) (Account should be in the name of Student)

> **Articleship Forms (Form No - 112) - Attestation:** {Applicable for **(p)**}
> - Filled up Form
> - Last Passed Marksheet (CU)
> - Last Fees Challan

- Students have to retain the **Service Request Number & Date of Application** for their future reference. Students may track their **Service Request** with this from time to time.
- All types of CU Forms (Duplicate / Migration / Transcripts / Form-112), will have to be submitted to college (Hardcopy) with all documents mentioned in the form. Students have to write **Service Request Number & Date** on the documents at the time of submission. Once it is verified and signed by Principal students will have to collect from college on a specific date shown in **Service Request Tracking** Option.

N.B.
> - No service will be processed from **01.04.2021** without **Service Request Number**.
> - **Service Request Number** should be written on all documents (**Hardcopies**) submitted to College Office (Any working days between 11 am & 3 pm) for any of the above services.

Dr. Aditi Dey
Principal

Date: 31.03.2021

Principal
Shri Shikshayatan College
11, Lord Sinha Road
Kolkata - 71