



SHRI SHIKSHAYATAN COLLEGE

Online Application for Service Request

Helpline No: 09903355719 / 03322826033

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.

Students who have pending Service Request as on 03.12.2021, are requested to place a new Service Request after going through the notice dated 10.12.2021 thoroughly.

The following services can be availed:

- a) Bonafide Certificate
- b) Transfer Certificate (TC)
- c) Fees Certificate for Loan *
- d) University Form (Duplicate / Migration) - Attestation
- e) Transcript Form (CU) - Attestation
- f) CU Registration Certificate (*If anybody missed distribution date*)
- g) CU Marksheets (*If anybody missed distribution date*)
- h) Pass / Degree Certificate (UG/PG/B.Ed.)
- i) Scholarship Forms: **KANYASHREE**
- j) Scholarship Forms: **WB MINORITIES - POST MATRIC SCHOLARSHIP**
- k) Scholarship Forms: **SWAMI VIVEKANANDA MERIT cum MEANS SCHOLARSHIP**
- l) Scholarship Forms: **NATIONAL SCHOLARSHIP**
- m) Scholarship Forms: **ANY OTHER**
- n) Articleship Forms (**Form No - 112**) - Attestation
- o) Any Other - Please mention clearly in the prescribed area
- p) Online Classes issue



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Process:

- Fillup the **Service Request Form**.
- Existing students have to enter their UID (Barcode No) and click '>'. All relevant details will appear.
- 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.)
- Select **Service Type** from drop down menu. All services can process after submitting of all documents mentioned above successfully.
- Scan & upload documents in a single pdf - Prescribe form with sign & all documents mentioned below properly. Form may be downloaded from the provided on Service Request Page links.
- 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.
- **Service Request Number** should be written on all documents (**Hardcopies**) submitted to College Office (Any working days between 11 am & 1 pm) for any of the above services.
- 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.
- All CU related forms (**Migration / Transcript / Duplicate documents**) will be processed on **Mondays, Wednesdays & Fridays (11 am - 01 pm)** (Except Holidays) - Service Request will have to be placed before coming to college. No form will be processed beyond specific time.
- TC will be issued within 3 working days from the date of successful payment of TC fees.
- All CU Marksheets / Diploma / Passing Certificates will be issued every **Tuesdays & Thursdays (11 am - 01 pm)** (Except Holidays) - Service Request to be placed.



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Scan & Upload documents: (In single file - PDF format) (As applicable)

➤ **Scholarship Forms: KANYASHREE:**

- 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:**

- 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:**

- Filled up Form
- Last Passed Marksheet (CU)
- Last Fees Challan

Date: 10.12.2021

Dr. Aditi Dey
Principal

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