



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

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Ref. No.



Date

Notice

Subject: Guidelines for Head of the Departments Regarding University Examination Form Fill-up

This is to inform all Heads of the Departments that the following procedure must be strictly followed during the University Examination form fill-up process:

- 1. Verification and Signature:** It is mandatory for all Heads of the Departments to verify and sign the letter submitted by students. The letter will include the following details:
 - o Name
 - o Registration Number
 - o College Roll Number
 - o Semester
 - o Subject with Paper Name and Code
- 2. Submission to Office:** After your verification and signature, students are required to submit the signed letter to the college office for further verification of their examination form.
- 3. Access to University Portal:** Upon verification by the office, students will be granted access to their examination form on the university portal for form fill-up.

Important Note: Letters without your verification and signature will not be accepted by the office under any circumstances. Please ensure timely verification to avoid inconvenience to the students.

Your cooperation in this matter is highly appreciated.

SBM
22/1/25

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