



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.



Date

Notice

Subject: Guidelines for University Examination Form Fill-up

This is to inform all students of Hiralal Mazumdar Memorial College For Women that the following procedure must be adhered to during the University Examination form fill-up:

- 1. Submission of Letter:** Students are required to submit a letter containing the following details:
 - o Name
 - o Registration Number
 - o College Roll Number
 - o Semester
 - o Subject with Paper Name and Code
- 2. Verification by Departmental Heads:** The letter must be duly verified and signed by the Head of the respective Department. Without this verification, the letter will not be accepted.
- 3. Office Submission:** After obtaining the signature and verification from the Departmental Head, students must submit the verified letter to the college office for examination form verification.
- 4. 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.

Note: Letters without verification and signature from the respective Departmental Head will not be accepted by the office under any circumstances.

Students are advised to follow the above guidelines strictly to avoid any inconvenience.

SBM 22/1/25

Dr. Soma Ghosh

Principal

Principal

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata-700 035