



# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

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

Ref. No. ....



Date 10/01/24,.....

Date: 10.01.2024

## NOTICE

### **Subject: Maintenance of Separate Register for College Leaving Students**

To: All Heads of Departments

This is to inform all Heads of Departments that, henceforth, it is mandatory to maintain a separate register for college leaving students. The purpose of this register is to facilitate the smooth processing of college departure information and to ensure that outgoing students receive the necessary certificates.

Please adhere strictly to the given format (Copy Enclosed) and ensure the accuracy of the information provided. This register is essential for administrative purposes, and it will assist us in maintaining comprehensive records of all departing students.

After the submission of college leaving information in the respective departments, outgoing students can approach the college office to obtain the following certificates:

Migration Certificate

Character Certificate

Recommendations (if applicable)

College leaving certificate, Other credentials

Departments are requested to submit the college leaving information promptly to the college office to expedite the processing of certificates.

Your cooperation in this matter is highly appreciated.

All Concerned are requested to note:

*Soma Ghosh*  
10/01/24

Dr. Soma Ghosh  
Principal

**Principal**

**Hiralal Mazumdar Memorial College  
For Women**

Dakshineswar, Kolkata-700 035

# HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

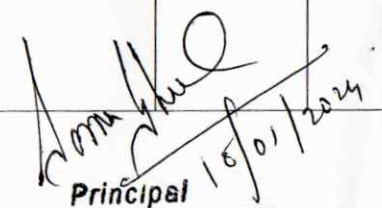
Details of Higher Studies/College leaving/ /Migration/Placement-Job

Name of the Department:

Academic Session:



Sl. No	Name	Registration ID	Year of Passing (Semester)	Marks obtained CGPA	Higher Studies (Affiliating University)/ Migration	Placement/Job(If Applicable)	E-Mail ID	Contact Number	Sign

  
Principal 16/01/2024

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