To
The Controller of Examinations
Vidyasagar University
Midnapore

Through the Secretary, Faculty Councils for Post Graduate Studies

Sub. : Prayer for issuing original Certificate of M.A. / M.Sc. in ……. M.Com./MLISc / BLISc/MBA/MCA

Sir,
With due respect I state that I was a student of M.A. / M.Sc. in……../ M.Com./MLISc / BLISc/MBA/MCA in Vidyasagar University during the years 20…. – 20…….. and I passed with ……class in the year 20……. I want to receive my Post Graduate / BLISc Certificate. I request you to issue my certificate.

With regards,

Yours sincerely,

Date ;

Signature of candidate

(Office use)

……

Subject……

Class Roll No……

Date of admission……

May be issued the Certificate

Secretary
Faculty Councils for PG Studies

N.B. : 1. Candidate has to come personally for receiving the Certificate.
2. Candidate has to bring the original Final Marksheet along with one photo copy of the same.
3. Candidate has to bring one photo copy of the Admit Card having Photo or one Identity Proof.

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