



# SRIMATI TECHNO INSTITUTE

An Institute of Design, IT, Mgmt. & Technical Studies

114/2A, Hazra Road, Kolkata-700026, WEST BENGAL

(A Unit of Srimati Techno Foundation Pvt.Ltd.)

## **CERTIFICATE APPLICATION FORM**

The Principal,  
Srimati Techno Institute  
114/2A, Hazra Road, Kolkata -700026

Mention your MR No. Issued by the Institute

Paste recent  
color  
photo here

My full name is .....  
(Write your name in Capital Letters as in MP Certificate or Equivalent)

My father's name .....  
(Write your Father's name in Capital Letters as in MP Certificate or Equivalent)

I have successfully completed all the Theory & Practical Examinations in connection with final certification of Course.

.....  
(Name of the Course)

I am enclosing Identity Card / Fee Card / Lib.card / Admit Card in original & MP Certificate or Equivalent copies for needful to issue Marksheet / Certificate in my favour.

1. I have already cleared/ paid all the dues for my above related Course i.e. Admission fee/ Registration fee / Exam fee/ Seminar charges etc.

2. My full postal address for correspondence .....

3. My telephone/mobile numbers are.....

4. My Email ID is.....

5. I would like to mention the following good points as to why I like Srimati Techno Institute :

Date :

Place :

Signature of Student :

Received date of Application :

Tentative Date of Certificate Delivery :

### For Office Use Only

Remarks of the Admission Department:  
Remarks of the Examination Department:  
Certificate issued/ not issued(Date and Serial Number)  
Date of Dispatch:

Signature of the Principal

### Certificate collection slip

Name : \_\_\_\_\_

Trade : \_\_\_\_\_ MR No. : \_\_\_\_\_

Roll No. : \_\_\_\_\_ Session : \_\_\_\_\_

Tentative Date of Certificate Delivery \_\_\_\_\_

Receiving Time : From 12.30 pm to 4.30 pm

To receive Certificate Contact :

- Note :**
- ID Card, Fee Card, Library Card, Admit Card of STI, Madhyamik Admit Card, Caution Money Receipt should be enclosed with this form.
  - Certificate should be collected within 2 months from the date of issue.
  - Late fine of Rs. 500/- will be charged if the certificate not received within 2 months from the date of application

  
**SRIMATI  
TECHNO INSTITUTE**  
An Institute of Design, IT, Mgmt. & Technical Studies  
114/2A, Hazra Road, Kolkata-26  
Ph: 033 2475 3387 / 2455 1387

Received by \_\_\_\_\_