

**BUNTS SANGHA'S
S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE & MANAGEMENT STUDIES**



APPLICATION FORM FOR NO OBJECTION CERTIFICATE

For Office Use Only :
Misc. Rcpt. No.: _____
Dated : _____
Cashier's Signature :

Name : _____
Cell No. _____
Class _____
Academic Year : _____
Date : _____

The Principal
Bunts Sangha's
S.M.Shetty College of Science, Commerce &
Management Studies,
Powai, Mumbai – 400 076

Respected Sir,
I wish to apply for No Objection Certificate as I wish to obtain admission in
_____ for _____ course, during the
academic year _____.

Kindly issue the same to me.

Yours faithfully,

Signature : _____

Please attach photocopy of marksheet(s) and produce original marksheet for verification.

No dues from Library

LIBRARIAN

Office Remarks : _____

Co-ordinator's / Vice Principal / Principal's remarks

Co-ordinator / Vice Principal / Professor In-Charge

PRINCIPAL

NOC No. _____ Dated : _____ Prepared by _____ Checked by : _____

Bunts Sangha's

S M Shetty College of Science, Commerce and Management Studies

Powai, Mumbai 400 076.

College phone nos. : 022 – 6132 7352 / 56 / 63 / 70.

Website : www.smsheettycollege.edu.in

E mail id : registrar@smsheettycollege.edu.in / college@smsheettyintitute.in

PROCEDURE FOR APPLYING FOR NO OBJECTION CERTIFICATE

1. The application form for applying for **No Objection Certificate** is available in the college office / on college website. **There is no fee for the form.**
2. After filling up the application form student has to **enclose all his/her previous mark-sheet/s** (In case student has passed First Year from S M Shetty College and joining some other college he/she has to attach all the mark-sheets of First Year/Second Year classes) Originals to be shown for verification purpose to the staff at counter no.1.
3. Office will put the remarks on the application, then
4. Obtain **No dues** from the Library.
5. Obtain **No dues** from Accounts department.
6. Obtain Course **Co-ordinator's / Vice Principal's** signature.
7. Obtain **Principal's** Signature.
8. Get the application form **checked** at the counter no.1.
9. Deposit **requisite fees** of Rs.20/- towards issuance of NOC with the cashier at counter no.5.
10. Submit the **application form** in the office at counter no.1.
11. **Collect** the NOC after one day, if it is very urgent on the same day.

In case of any query students / parent can contact Registrar/Principal.