

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



**APPLICATION FORM FOR BACKLOG 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 **Backlog Certificate** as I wish to seek admission in  
\_\_\_\_\_ for \_\_\_\_\_ course.

Kindly issue the same to me.

Yours faithfully,

Signature : \_\_\_\_\_

**Please attach photocopies of all the marksheet(s) " PASS/FAIL " and produce original mark-sheets for verification.**

Office Remarks : \_\_\_\_\_  
\_\_\_\_\_

Backlog No. \_\_\_\_\_ Dated issued No. \_\_\_\_\_ Prepared by \_\_\_\_\_ Checked by : \_\_\_\_\_

June 08, 2019

**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](http://www.smsheettycollege.edu.in)**

**E mail id : [registrar@smsheettycollege.edu.in](mailto:registrar@smsheettycollege.edu.in) / [college@smsheettyintitute.in](mailto:college@smsheettyintitute.in)**

### **PROCEDURE FOR APPLYING FOR BACKLOG CERTIFICATE**

1. The application form for applying for **Backlog 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**. Student has to attach all the mark-sheets – whether PASS/FAIL. 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. Deposit **requisite fees** of Rs.50/- towards issuance of Backlog Certificate with the cashier at counter no.5.
5. Submit the **application form** in the office at counter no.1.
6. **Collect** the Backlog Certificate after one day, if it is very urgent on the same day.

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