

Model Format

“ABC University”

Dt: August 2013

TO WHOM IT MAY CONCERN

This is to certify that **XYZ College, new Colony, West Bengal** is affiliated to the **ABC University** since 1961 and recognized by the University Grants Commission (if applicable) and the following Courses/Subjects are taught in the said college as per approval,

SI No	Name of the Course(s) and Duration	Affiliation		Period of Validity for the year(s)
		Permanent	Temporary	
(I)	Three year B.A. Hons. Courses in Bengali, English, Hindi, Urdu, Sanskrit,	Permanent		----
(II)	Three year B.Com General Course	Permanent		----
(III)	Three year B.Sc Hons. Courses in Physics, Chemistry, Mathematics, Zoology, Computer Science	Temporary		2012-2013
(IV)	B.Ed & M.Ed Courses (if Applicable)	Temporary		2011-2015
(V)				
(VI)				
(VII)				

Competent Authority

(with Name, Designation, Seal and Signature)

PS:

- Kindly note the format is only suggestive and any other letter structure can be used to convey the information in full.
- All Letters/Documents regarding affiliation/ recognition by statutory bodies etc., if not in the English language, then the institution is advised to provide an English translation of the same (and upload it along with the original letter/document) under the seal and signature of the Head of the Institution.