

Standard Operating Procedure for obtaining letter of recommendation from college office

Procedure for getting college letter heads for recommendation letter

1. Application by the student to the college Principal, with relevant details such as name of the student, class, division, roll number, subject/course, email address, contact number.
2. Application must be attached with photocopy of the Identity card.
3. Application must specify the number of letters/copies required (maximum number of letter heads issued will be 10 per student)
4. Application must be forwarded by the head/coordinator/teacher in charge with remarks and signature with date to the college office for approval. Under exceptional circumstances, the head/coordinator/teacher in charge can give consent/permission by sending email to the college office or concerned clerical staff.
5. Application forwarded by the head/coordinator/teacher in charge will be signed by the Principal or Registrar for approval of issuing college letter head for recommendation.
6. Payment of Rs. 10/- per letter head to be paid by the student at the cash counter.
7. Printed letter of recommendation to be signed by the head/coordinator/teacher in charge.
8. The concerned teacher signing the letter of recommendation will keep a photocopy/image of the recommendation letter issued to the student as a part of documentation/record at the department.

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