

Dear All Stakeholders (Students/Parents/Employer/Verification Agencies)

Happy to share that, the following *services are offered by Administrative Office of the College:*

A. Services are offered by Administrative Office For Regular Students

- a. Bonafide Certificate
- b. Fees Structure/Fees Estimate/Bank Demand Letter for Educational Loan
- c. College Account Details for Educational Loan
- d. Attendance Certificate for Scholarship
- e. Progress Report/Certificate
- f. Enrollment Certificate
- g. Self-finance or Unaided College Certificate

[Click here to know the Process of Transfer of Fees to College](#)

All the above certificates can be obtained free of cost on request from the students (in person or by email) For online mode-Students has to write request email to registrar@ssgmce.ac.in and attach College ID or relevant documents. Offline Mode- Student has to meet to concern with College Identity Card.

B. Services are offered by Administrative Office For Pass-out Students

- a. Character Certificate for Employment
- b. Medium of Instruction/English Certificate
- c. Course Completion/Provisional/Passing Certificate
- d. Transcripts for Higher Education
- e. Recommendation Letter
- f. Duplicate Transfer Certificate

a to c- The certificate can be obtained on request from the students (in person or by email) Students has to write request email to registrar@ssgmce.ac.in and attach College Transfer Certificate or relevant documents.

d- Students have to write request email mentioning -Numbers of Sets required along with Address & Mobile Number to registrar@ssgmce.ac.in and attach Clear/Readable Scan Copy of All Semesters Pass Mark sheets along with Transfer Certificate. (Chagres will be communicating to the student once the request email is received). The Transcript Application in a Sealed Envelope will be sent to the student address by registered Indian Post within a week.

e- Students have to write request email mentioning-Numbers of Recommendation Letter required along with Address & Mobile Number to registrar@ssgmce.ac.in and attach Clear/Readable Scan Copy of Eight Semester Mark sheets along with Transfer Certificate. (Chagres will be communicating to the respondents once the request email is received).The Recommendation Letter will be sent in a sealed envelope to the student by registered Indian Post within 3-4 days.

f- Students have to Send following: Affidavit on Rs. 100/- Notarized Bond Paper, Request Application on Plain Paper, Photocopy of Eight Semester Mark Sheet & Transfer Certificate (If Available) and Rs. 500/- Fees to be paid by Online or Offline Mode and attach Payment Receipt Send all above by Registered Post to Principal, SSGMCE, Shegaon-444,203 Dist:- Buldhana. The Duplicate Transfer Certificate will be sent to the student by registered Indian Post within 3-4 days.

C. For Verification Agencies: [Click here to know the for the Process of Verification of Students](#)

**Registrar, Shri Sant Gajanan Maharaj College of Engineering,
Khamgaon Road, SSGMCE Campus, Shegaon-444,203**

Dist: Buldhana (MS) India

Principal Office: principal@ssgmce.ac.in (O) 08669638081

Registrar Office: registrar@ssgmce.ac.in (O) 08669638082