



## State Medical Faculty of West Bengal

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No. 4180

– F/9 – 2022

31st January, 2025

### **NOTICE**

#### **Guidelines for submitting Application for completing “Discontinued Studies”**

Students, who have not completed their studies, must meet the following requirements when submitting an application to complete their Discontinued studies.

This guideline is **effective immediately**, and will be in force until further order.

1. To resume course, the student must submit an application addressed to “The Secretary, State Medical Faculty of West Bengal” or the Head of the concerned Medical College & Hospital / Affiliated Institute, clearly stating the reason for the discontinuation. The application must be duly forwarded by their Institute. The student should clearly mention their phone number and email address for further communication.
2. The students must submit the following self-attested documents along with their application :
  - o All document(s), Certificate(s) and/or Mark sheet(s) received from the State Medical Faculty of West Bengal.
  - o Document(s), if any, supporting the valid reasons mentioned in the application.
3. Original Court Affidavit issued by a First-Class Judicial Magistrate, explaining the reasons for discontinuation as also a declaration that, during this period, the student was not engaged in any unethical activities.

After submitting the application for completing their Discontinued course, the final decision of the Competent Authority & further procedure(s) he/she has to follow in this regard, would be intimated to the concerned student in due course of time.

*sd/-*

[D.K. Ghosh]  
Secretary, SMFWB

No. 4181

– F/9 – 2022

31st January, 2025

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- ✓ ➤ Website/ Notice Board of SMFWB

*[Signature]*  
30.1.25  
[D.K. Ghosh]  
Secretary, SMFWB