# Sammilani Mahavidyalaya

GOVT. AIDED COLLEGE AFFILIATED
TO UNIVERSITY OF CALCUTTA
ISO 9001 : 2015 CERTIFIED
E. M. Bypass, Baghajatin, Kolkata - 700 094

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Ref. No.....

Date 08/12/2025

## TO WHOM IT MAY CONCERN

This is to certify that Mr. Soumen Mondal, son of Late Haran Mondal, was working as a Library Intern in the Central Library of Sammilani Mahavidyalaya, Baghajatin Kolkata, from 24thNovember, 2023 to 24th August 2025.

During his tenure, he has actively contributed to various library operations including:

- Cataloguing and classification of books
- Managing circulation services (issue, return, renewals)
- Operating Koha Integrated Library Management Software
- Assisting in acquisition and technical processing of library materials
- Supporting digital library services and user assistance
- Participating in day-to-day functioning of the college library

Mr. Soumen Mondal was a sincere, punctual staff and dedicated to the responsibilities assigned to him. He has shown a good understanding of library procedures, digital tools, and user service ethics.

We appreciate his contribution to the library and wish him all success in his future professional endeavors.

08/12/2025
Librarian

LIBRARIAN
Sammilani Mahavidyalaya
Baghajatin Stn., Kol-94

8/12/25
Principal

Principal
Sammilani Mahavidyalaya
E. M. Bypass, Baghajatin
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