



No. Excel/ 338 of 2017-18

Date: 26/03/2018

NOTICE

Procedure for collecting the Original Degree Certificate in absence of student

1. Application from the student authorising only parent to collect Original Degree Certificate (stating the Aadhar Card number and name of the parent) and also should mention the valid reasons for not collecting in Person.
2. While collecting the Degree certificate, Parents have to Produce original Aadhar card and submit one self attested photo copy of the same.

Principal

	Tick	Signature	Time and Date		Tick	Signature	Time and Date
Dean R and D				Librarian			
Dean Acad				Warden/In-charge Admissions			
Dean FE				Exam Cell In-charge			
Dean Admin				IEC Chairman			
Head, BIOMED	✓			Registrar			
Head, BIOTECH	✓			Assistant Registrar			
Head, CHEM	✓			Admin Office	✓		
Head, CIVIL	✓			Accountant / Cashier			
Head, COMP	✓			T and P In-charge			
Head, EXTC	✓			Chairman Students' Council			
Head, IT	✓			Site Office			
Head, MECH	✓			General Secretary			
Head, ELECTRICAL	✓			Concerned Person			