ADMIN/2020-21/   **Date: 03/02/2021**

All Students, Those who have passed their Final Year **B.E. Examination till summer-2019** and / or **M. Tech. – CAD / CAM & CSE Examination till summer – 2019** University Examination in regular mode, should note that they can collect their "Final Degree Certificate", from College during Working Hours and Days.

(A) Formalities for Getting Issuance of Final Degree

1. Photocopy of Leaving Certificate/ Transfer Certificate
2. 8th Semester Mark-sheet Copy / 4th Sem Mark-sheet Copy for M. Tech. Students
3. Photo ID proof (any one) – PAN Card, Driving License, Election Card, Passport, Aadhar Card along with Xerox copy of the same.

(B) Student authorizing other individual for collecting Final Degree should follow the indicated process;

1. Authority Letter in the name of concerned person to be e-mailed by respective student in College E-mail id – **info@stvincentngp.edu.in**, along with photo id proof attached to it of both i.e. Student & authorized person. Student should also attach photocopy of Leaving Certificate/ Transfer Certificate and 8th Semester mark-sheet in the institute E-mail id.
2. Person Authorized should carry his Photo ID along with Xerox Copy while coming to institute for collecting the document.
3. Should carry documents indicated in Point No. 1 & 2 of (A) given above, in the case if respective student did not send it through mail.

Principal

**PRINCIPAL
ST. VINCENT PALLOTTI
COLLEGE OF ENGINEERING
& TECHNOLOGY, NAGPUR**