St. Vincent Pallotti College of Engineering & Technology

"An AUTONOMOUS Institute"
Approved by the AICTE (F.No.06/07/MS/ENGG/2004/029), DTE(2NGC/2004/Mantralaya/7) &
Affiliated to Nagpur University (NAVI/MVI/04/694/S/158)
(Managed by The Nagpur Pallottine Society)
Accredited by NAAC with 'A' Grade
Post Box No. 128, G.P.O. Nagpur 440001
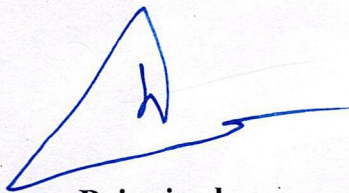
ADMIN/2022-23/11   **Date: 02/08/2022**

All Students, those who have passed their Final Year **B.E. Examination till Summer-2021** and / or **M. Tech. – CAD / CAM & CSE Examination till Summer – 2020** University Examination in regular mode, should note that they can collect their **"Final Degree Certificate"**, from College during Working Hours and Days.

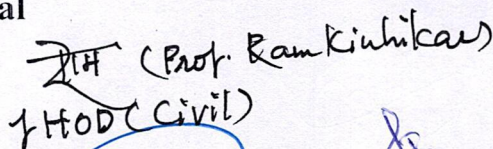### (A) Formalities for Getting Issuance of Final Degree

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.
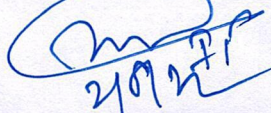
(B) <u>Student authorizing other individual for collecting Final Degree should follow the indicated process</u>;
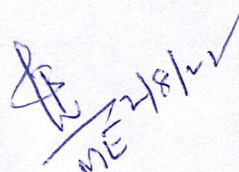
1. Authority Letter in the name of concerned person to be e-mailed by respective student on institute E-mail id – **info@stvincentngp.edu.in**, along with photo id proof attached to it of both i.e., Student & authorized person. Student should also attach photocopy of Leaving Certificate/ Transfer Certificate and 8th Semester mark-sheet for B. E. students / 4th Sem mark-sheet for M. Tech. students on 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.
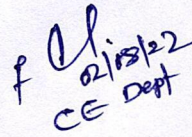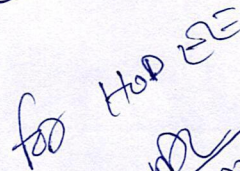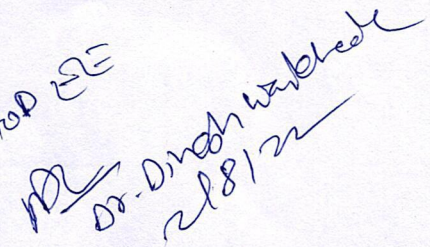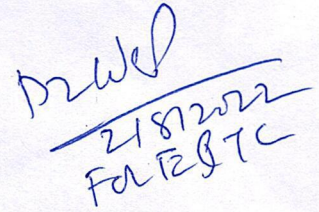
Principal

(Prof. RamKinhikar)
HOD (Civil)