



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

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## NOTICE

Ref. : YCCE/2018-19/

01.08.2018

### PROCEDURE FOR GETTING DEGREE, TC & OTHER ORIGINAL DOCUMENTS OF PASSED OUT STUDENTS

It is to inform to all students that if in case, they are unable to collect their original documents like TC, Degree & other deposited original documents, in person from college, after passing BE or M.Tech from YCCE, then students are required to give authorization letter in the name of the person who is collecting the documents. Details are as under –

- *Authorization letter – clearly stating that I am unable to come to collect my original documents (1) ---- (2) ---- (3) ---- etc due to ----- reason. I am deputing --- ---- (name and relation) person to collect above originals. You are requested to hand over the same to him.*
- *Authorization letter to be addressed to the Principal, YCCE, Wanadongri, Nagpur.*
- *Authorization letter should bear signature of student and the person whom authority has been given to collect documents.*
- *Copy of ID proof of student and authorized person should have been attached with authorization letter.*
- *Attachment of copies of all previous marksheets is mandatory.*
- *Scanned copy of authorization letter will be accepted.*

Students & parents should note that the Institute will not issue Degree, TC & other original documents without proper authorization letter.

Cooperation of students & parents in this regard shall be solicited.

(Dr. U.P. WAGHE)  
PRINCIPAL