



VALLIAMMAI ENGINEERING COLLEGE

SRM Nagar, Kattankulathur – 603203

12th GRADUATION DAY

26th June 2016

INSTRUCTION TO RECEIVE DEGREE CERTIFICATE IN ABSENTIA FROM COLLEGE OFFICE FROM 9.00 AM ONWARDS ON 27.06.2016

Only the Parents are eligible to receive the Certificate of their wards from the college office at 9.00 a.m on 27th June 2016 (OR) on any other working day.

Following documents are to be submitted in the college office to receive the Degree Certificate in absentia.

1. A Photocopy (Xerox copy) of the **Provisional Certificate** of the Graduand.
2. A Photocopy (Xerox copy) of **Consolidated Mark Sheet** of the Graduand.
3. **Authorization letter** from the Graduand (Original copy) addressed to “The Principal, VEC, Kattankulathur”.
4. Letter from the Parent as an **Acknowledgement** for receiving Degree Certificate of their ward with all contact details.
5. Photocopy of **Parent’s ID Proof**.
(eg. PAN card / Ration card / Voters ID/ Driving License or any other valid proof with photo).

**-Sd-
Principal**