

## NOTICE

### Sub : Collection of documents for Pass-out students

Following procedures are required to be followed while collection of documents ( Grade cards / certificates) by any pass-out student:

- 1) For collection of Grade card / Certificates/CLC by any pass-out student, College Identity Card is required. In case of loss of College Identity Card, other supporting documents (Aadhaar Card/ Voter card/ PAN card, any Govt. ID card) is required to be produced at Registrar Office.
- 2) For Collection of Grade Card /Certificates/CLC by any other person on behalf of any pass-out student, an original Authorization letter duly signed by the student along with Identity Proof of student (original College Identity Card preferred) and of the authorized person are to be shown to the competent authority of the College. Documents may be issued to the authorized person subject to satisfactory remarks from the Competent Authority.
- 3) For Collection of Caution money (if applicable) by the student after due approval from the Competent Authority, original College Identity card of the pass-out student must be deposited along with NOC to the Finance & Accounts Department.

  
(S.S. Choubey)  
Registrar

**REGISTRAR**  
BENGAL COLLEGE OF ENGINEERING & TECHNOLOGY  
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