



# SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

SRM Nagar, Kattankulathur, Chengalpattu D.t – 603203, Tamil Nadu  
www.srmvalliammai.ac.in

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## INSTRUCTION TO RECEIVE DEGREE CERTIFICATE / OTHER CERTIFICATE IN ABSENTIA

**Only the Parents are eligible to receive the Certificate / Mark Sheets / other Documents of their wards on any working day.**

Following documents are to be submitted in the college office to receive the Degree Certificate / Mark Sheets / other Documents 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, SRMVEC, 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**