



**JAWAHAR LAL NEHRU GOVERNMENT ENGINEERING COLLEGE  
SUNDERNAGAR, DISTRICT MANDI (HP)-175018**

**Phone No.** 01907-267199, 267688

**Fax No.** 01907-266811

**Website:** www.jngec.ac.in

**Email:** jngechp@yahoo.co.in

**Nature of document required (Please ✓ whichever is applicable)**

**1) FOR PURSUING STUDENTS**

- (a) Issue of Original Marks/Grade sheet
- (b) Issue of Bonafide/Character Certificate
- (c) Issue of Fee Structure
- (d) Tuition fee certificate for claiming income tax deduction

**2) FOR PASS OUT STUDENTS**

- (a) Issue of Original Marks/Grade sheet
- (b) Issue of Provisional Degree Certificate
- (c) Issue of Original Degree
- (d) Result Awaited Certificate
- (e) Issue of Character/Transfer Certificate
- (f) Issue of NOC (No Objection Certificate) for Migration Certificate
- (g) If any other document, pl. specify .....

**For Office Use**

Diary No.....

Received on.....

Name & Signature of  
Concerned

Officials.....

.....

1. Name of the Student : \_\_\_\_\_ Roll No. \_\_\_\_\_

2. Gender : MALE /FEMALE

3. Father's Name : \_\_\_\_\_

4. Mother's Name : \_\_\_\_\_

5. Name of the Programme : Bachelor of Technology (B.Tech)

6. Branch//Discipline : \_\_\_\_\_

7. Semester : \_\_\_\_\_

8. Year of admission : \_\_\_\_\_

9. Marks/SGPA/CGPA obtained:

Semester	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	Total
MARKS									
SGPA									
CGPA									

10. Year of passing (in case of pass out students) : \_\_\_\_\_

11. Reason for withdrawal (if applicable) : \_\_\_\_\_

12. Name and Address for correspondence/  
dispatch of documents : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Contact details : Mobile No. \_\_\_\_\_

: E-mail ID \_\_\_\_\_

14. If collecting the documents personally : YES / NO

15. If not whether "Letter of Authority" in prescribed format submitted : YES / NO

**Note: Please ignore which is not applicable**

**Date:**

**Signature of Student**