OCR L 1

NEHRU ARTS AND SCIENCE COLLEGE

An Autonomous Institution, Affiliated to Bharathiar University
Accredited with "A+" Grade by NAAC (3.50 CGPA in Third Cycle)
ISO (QMS & EOMS) Certified, Recognized by UGC with 2 (f) and 12 (B)
Nehru Gardens, Thirumalayampalayam
Coimbatore - 641 105, Tamil Nadu, India

Moulding True Citizens

Office of Controller of Examinations **E-mail: coenasc@nehrucolleges.com**

Original Certificate Request Letter from Parents / Guardians

Date :

Details of the Student	Name of the Student	:	
	Register Number	:	
	Programme	:	
	Batch	:	
Details of the Parents / Guardians	Name of the Parents / Guardians	:	
	Contact Number	:	
	Address	:	
	Details of Certificate Requested (Please tick which certificate is required)	:	Semester Mark Statement (s) ☐ Consolidated Mark Statement ☐ Provisional Certificate ☐ Degree Certificate ☐

Signature of the Parents / Guardians

(For Department Use - list of documents to be attached for verification)

Copy of E-mail communication received from Student	Signature of the HoD
Contact Number of the Student	
College ID Card copy of the Student	
Aadhar Card copy of Student	
Aadhar Card copy of Parents / Guardians	
Contact Number of the Parents / Guardians	

Note : HoD should verify the Documents attached and forward Request Letter to the Approval of Principal

PRINCIPAL

(For CoE office Use)

Details of Certificate Issued	Receiver Signature (Parents / Guardians) with Date

Controller of Examinations