



NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 WEST BENGAL, INDIA

NOTICE

NITD/Acad/2021-22

Date: 17.06.2022

Sub: Collection of Academic Documents.

1. Grade Cards and Provisional Certificate of an individual student (Pass out year 2021-2022) may be collected by –
 - The student himself / herself
 - His / her parents on authorization with production of valid identity card
 - Any faculty member of the Institute on authorizationbetween 11.00 am to 02.00 pm on all working days of the Institute.
2. To collect the Grade Cards and Provisional Certificate, individual student will
 - Show his / her original Aadhar Card / Passport
 - Hand over his / her individual Institute Identity card
 - Hand over no due certificate from the Hostel in original
 - Hand over no due certificate from the Library in original
3. Academic documents may be given to the parents of the student
 - If the student authorizes them to collect the documents
 - Parents must carry their respective Aadhar card / Passport
 - Hand over Institute Identity card of the student, no due certificate from the Hostel in original and no due certificate from the Library in original
4. Academic documents may be given to any faculty member of the Institute
 - If the student authorizes him / her to collect the documents
 - Hand over Institute Identity card of the student, no due certificate from the Hostel in original and no due certificate from the Library in original.
5. Precaution like wearing a mask to be adhered to while collecting the documents.

Ami
13/6/2022
Dean (Academic Courses)

Copy to:

1. Director
2. Dean (SW)
3. Registrar
4. Chief Warden
5. Institute website – Academic / Student Notice Board