

INSTRUCTIONS TO BE FOLLOWED :

On the day of marklist and leaving certificate distribution,students are strictly required to follow the instructions given under.

1) To report half an hour before the scheduled time for screening at the mentioned gate.

2)To carry mask , handgloves ,face shield or scarf as precautionary measures in this pandemic situation.

3)To maintain discipline as well as social distancing

In the campus,college buildings and the classrooms.

4)To carry hall ticket and identity card with him /her.

5)To check the documents received thouroughly before leaving the Classroom.If any discrepancy,please contact the Supervisor or office staff.

6) To leave the campus as soon as the student receives the documents.

7)On behalf of student,parents can collect the mentioned documents on producing authority letter ,xerox of institute identity card as well as identity proof of parents.

8)If any change in the above schedule due to unforeseen situation, The same will be communicated on college website.Kindly go through website before leaving.

9)Your co-operation is expected for the smooth conduct of distribution of documents.

Supervisor

Principal