



GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY
(Autonomous)

Procedure for Obtaining Documents by Post

1. Student may collect his/her documents
 - a) Original Documents submitted at the time of admission
 - b) Marks Memos, CMM, PC, TC and Study certificatein person after submitting appropriate 'NO DUES' Certificate.
2. If the student unable to collect the above documents in person due to valid reasons, the documents (a) or (b) can be collected through mail through the following procedure:
 - i) Submit appropriate 'NO DUES'.
 - ii) Submit Xerox of 10th and ID Card.
 - iii) Letter signed by the student requesting (a) or (b) documents to be **sent by post** indicating the address, if address is different from that in the office records, address proof to be submitted.
 - iv) **Pay appropriate fees for Postal, handling and admin charges. Current charges are Rs.500/- only for option 2.**
 - v) Student may authorize Parent/Guardian to submit the above i) to iv) to Examination branch.

Note:

Examination branch will make all efforts to send it by Registered Post within three working days.

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