



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

Indian Institute of Information Technology, Nagpur
“An Institution of National Importance by an Act of Parliament”

Survey No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Soot Girni, Village: Waranga,
Po: Dongargaon (Butibori), District : Nagpur (Maharashtra) -441108

Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

Date: 04/02/2022

IMPORTANT NOTICE FOR DEGREE RECEIPIENTS OF BATCH 2020 & 2021

All the students of 2020 & 2021 Batch who have completed the degree and have been awarded the Degree in the 1st Convocation of the Institute are requested to note that:-

1. Students whose all dues are cleared can collect the documents physically only by himself / herself or through Authorized Representative. The format for Authority letter is attached herewith (Annexure - 1).
2. Student / Authorized Representative are required to submit copy of Aadhar Card as their photo ID proof along with copy of No Dues Form.
3. Students are required to deposit their Institute ID-Card & Hard copies of answer sheets. (Those who have not submitted)
4. The original documents shall be handed over to the student / Authorized Representative only after completion of the Institute clearance process.
5. Visiting hours: The documents shall be handed over on all working days between 10.00 AM to 04.00 PM.
6. Students can contact following staff for any query/clearance process :

Mr. Suraj Shendokar
Jr. Officer - Exam & Academic
M: (+91) 7770030195
E: oasuraj@iiitn.ac.in

Kailas N. Dakhale
Registrar



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Annexure – 1

Date:

To,
The Registrar,
IIIT Nagpur

Subject: Authority Letter to collect the Original Document's

Dear Sir,

I, _____, the undersigned intends to collect the originals of the following documents from the institute through Authorized Representative:-

- Final Grade Card
- Provisional Degree Certificate
- Final Degree Certificate
- Transfer Certificate/Leaving Certificate

[Note: Please tick the documents.]

I, therefore, request you to please handover the above documents to the Authorized Representative whose details are provided hereunder. I undertake that in case of any loss or damage to the original documents I will not held the Institute or its employees responsible for the same.

Signature of Authorized Representative

Name :

Email :

Contact No.:

Aadhar No. :

(Please attach copy)

Signature of Student

Name :

Email :

Contact No.:

Aadhar No. :

Note: The original documents shall hand over to the student / Authorized Representative only after completion of the Institute clearance process.