

# DON BOSCO INSTITUTE OF TECHNOLOGY

(Engineering College)

Ref. No. : DBIT / EXAM /NOTICE / 081 of 2022

February 08, 2022

## NOTICE

Dear Students,

1. This is to inform all our Regular and ATKT students to collect their marksheets from college between 11.00 a.m. and 2.00 p.m. from Exam Department (2<sup>nd</sup> floor) on or before February 21, 2022. They need to produce their ID proof for collection of the documents.
2. Only if in case a student is unable to come (due to a valid reason), then their parent can collect the documents producing their ID proof and an authority letter from the student.
3. Parents need to submit the photocopy of their ID proof and student's college ID Card. Also the student needs to send a request email (stating that they take the responsibility.....) along with the ID proofs ( of self and authorized person) to [examdocuments@dbclmumbai.org](mailto:examdocuments@dbclmumbai.org) (on the day of visit to the campus)
4. **Subject of this email should be:** Authority Letter for \_\_\_\_\_(reason) \_\_\_\_\_(date)  
\_\_\_\_\_(student's name).



*Shakti*  
Controller of Examination