

DON BOSCO INSTITUTE OF TECHNOLOGY

(Engineering College)

Ref. No. : DBIT / EXAM / NOTICE / 076 of 2021

October 14, 2021

NOTICE

Dear Students

1. For exam related enquiry call on - 022 - 68878700 between 2.00 pm – 4.00 pm only (Monday to Friday).
2. Students can collect documents, blank letter heads etc every Monday & Thursday between 12.00 pm - 2.00 pm. In case a student is unable to come due to a valid reason, only then their parents 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 (self and authorized person) to examdocuments@dbclmumbai.org.
Subject of this email: Authority Letter for _____ (reason) _____ (date) _____ (student's name).
4. **For Transcript / Bonafide** visit the DBIT website. The application procedure is available under the tab "Examination → Services". Apply on examdocuments@dbclmumbai.org. You are required **not to 'CC'** to any other email address. In this regard you are required to upload all your marksheets for verification. For communication, do share your mobile number in the request email. You will be intimated via an email after the documents are ready. This procedure will take around 15 days.
5. You need to collect the required documents in person. Kindly carry your college ID card and a valid identity proof.
6. Submit the completed "No Dues Form" (available on our college website) **for availing your Semester VIII marksheet.**
7. **For collection of Convocation Degree Certificate**, students have to produce photocopy of the Sem VIII marksheet
8. **For collecting your amended result of May 2020** (semester IV & VI) you need to submit the old marksheet.
9. **In case of RLE** (Reserve Lower Exam), collect the form from the college and submit it to the University for (Sem VII & VIII marksheet). After collecting the marksheet from the University, apply for Leaving Certificate in College.



Madhu
Controller of Examination