



Smt. K. L. Tiwari Education Society's
SMT. K. L. TIWARI
COLLEGE OF
ARCHITECTURE

Foundation of Excellence

Approved by Council of Architecture, New Delhi & DTE,
Maharashtra State & Affiliated to University of Mumbai
DTE Code No. AR 3484

PIONEERING EDUCATION
• SINCE 1992 •

NOTICE

Ref. No.SKLTCA-20-210

Date: 31.12.2021

TO ALL STUDENTS ADMITTED IN ACADEMIC YEAR 2021-22 AND ALUMINA.

Sub: IMPORTANT INSTRUCTION FOR PROCURRING IMPORTANT DOCUMENTS.

All students admitted in First Year to Final Year during the academic year 2021-22 and also alumina students are hereby informed that whenever there is a need by you for procuring important documents from administrative office or examination department or any other department of our college, please follow the instruction as mentioned below:-

- 1) Written application is compulsory and the format of application is attached.
- 2) You can also mail on skltcoa@gmail.com your letter in the format attached, if it is not possible to visit college.
- 3) Examples for application – Leaving Certificate, Bonafide Certificate, Letter of Recommendation, Letter for Case Study, Railway Concession, Transcript, Mark sheet from exam department or any other department.
- 4) Application must reach to college before one week through hard copy or mail, in case of urgency you have to wait as per the instruction of Principal.
- 5) In case of overwriting or any mistake done by administration department staff should bring to notice at same time while collecting the document by checking it properly, which is your duty before collecting your documents.

The copy of the Notice, has been **displayed on the notice board of the College.**

BY ORDER