

THIAGARAJAR COLLEGE OF ENGINEERING
(A Govt. Aided Autonomous Institution Affiliated to Anna University)
Madurai 625 015.

No. TCE/Mark sheets & Certificates/Instructions/ 0701

19th March 2025

CIRCULAR

The alumni of our Institute those who have not received the Mark sheets / Course Completion certificates / Provisional or Degree Certificates / Transfer Certificates / Conduct Certificates after completing the course or the graduation are here by informed to follow the procedure given below to receive their certificates:

Type of Certificates	The Certificates availability		
	Within 3 years from the month & year of completion of Course	After 3 years from the month & year of completion of course	
Transfer Certificate / Course Completion / Conduct Certificates	Respective Department	College office	Alumni have to come in person with ID card & request letter forwarded by the respective HOD during all working days to collect the certificate on paying the prescribed search fees.
Semester & Consolidated Grade or Mark sheets	Respective Department	COE office	
Provisional Certificates / Degree Certificates	Respective Department	COE office	


PRINCIPAL

To:

All HODs - to inform all the Tutors & display a copy in the dept. NB

Cc to: Director, Registrar, Deans, Wardens, Manager, COE, DCOEs, admin-tcenet & file.

