



**OFFICE OF THE DIRECTOR / PRINCIPAL
MAHATMA GANDHI GOVT. ENGG. COLLEGE, KOTLA (JEORI)
RAMPUR BUSHAHR DISTRICT SHIMLA (H.P)**

E-mail gecrampur@gmail.com Phone No:- 01782-292904, 905

Website www.mgcec.ac.in

No. 300

Dated: 02 /09/2026

NOTICE

Subject: Procedure for Submission and Follow-up of Requests Received through Email for Issuance of Official Documents.

It is hereby notified for information of all concerned students that requests received through Email regarding the issuance of Certificates, No Objection Certificates (NOCs), DMCs, and other official documents shall be processed by the concerned office as per the prescribed procedure.

Students who have submitted such requests through Email are advised to contact the College Office after five days from the date of submission of their request to ascertain the status of their application/request.

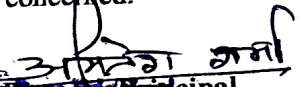
Students are further advised to ensure that all requisite documents/information are duly attached with their Email request to avoid unnecessary delay in processing.

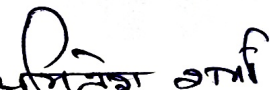
This notice is issued for information and strict compliance by all concerned.

Endst. No. GEC/KJR/Acad./ 2026/- 1549 - 1551

Copy to:

1. College Website
2. Notice Board
3. Office Record


Director/Principal
Mahatma Gandhi Govt. Engg. College,
Kotla (Jeori) Rampur, Dist. Shimla (H.P.)


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