

Ref: KEC/COE/GA/2026/02

04.02.2026

PROCEDURE TO RECEIVE THE CERTIFICATES FROM COE OFFICE

The students who have completed their prescribed period of study are informed to bring the photocopy of their Transfer Certificate (TC) received from our college office in order to collect their certificates like Statement of Grade, Consolidated Statement of Grade, Provisional, Degree Certificate and Transcript in person.

Any student who is not in a position to collect the certificates in person can authorise his / her parents to receive the certificates. In such cases, the following procedure is to be followed.

1. The student has to send an authorisation request to the Controller of Examinations through mail coe@kongu.ac.in.
2. The scanned copy of the TC and Aadhaar card of the respective student should be attached with the mail.
3. The scanned copy of Aadhaar card of the authorised person should also be attached.
4. The authorised person should bring copies of the documents mentioned in Sl. No. 1 and 2 and the original Aadhaar card as mentioned in Sl. No. 3 to receive the certificates from COE office.




CONTROLLER OF EXAMINATIONS