



Walchand College of Engineering, Sangli

(A Government Aided Autonomous Institute)

Date: 31-07-2020

Process of getting letter of term work completion (NOC)

All the students who are placed in various companies are hereby informed that, the process for getting "letter of term work completion (NOC)" from respective department is as follows:

1. Fill the application (page two of this document) and sign.
2. Scan/take photo of the filled application form.
3. E-mail it along with offer/appointment letter to respective head of the department with subject, "Request for NOC" (without quotes).
4. The department will arrange to issue the same.

Application form for letter of term work completion (NOC)

Date:

To,
Head of Department
WCE, Sangli

Respected Sir/Madam,

I the undersigned ----- (full name),
----- (PRN) am a Final Year B.Tech./M.Tech. student
from ----- department.

In the campus placements, I am selected in -----
company. To join the organization/company, I need a letter of term work
completion (NOC). Kindly arrange to issue the same and oblige.

Name & Sign

Project guide:

Use Pre-printed Letterhead

Date:

Letter about term work completion (NOC)

This is to certify that Mr./Ms. ----- of -----
-----department has completed the term work of the academic courses
for B.Tech./MTech (-----) and he/she no longer requires
to attend the classes. As per the government guidelines, the final examinations
will be scheduled and the students need to complete the remaining formalities of
the graduation. This letter is issued on his/her demand for placement/joining
purpose.

Head of the Department

(Sample letter format)