



Letter of Recommendation

Procedure for Letter of Recommendation

1. Applicant /employer have to **submit details of the candidate** who requires Letter of Recommendation through our google form Use the following link for that.
<https://forms.gle/bgbfZv9emYiLWmDv5>
2. You need to pay **Rs 500/- (DD/ Pay order /NEFT)** per university per faculty for getting Letter of Recommendation certificate from the respected faculty for the candidate. The details of our bank are as follows:

Name of Account : Smt. Indira Gandhi College of Engineering
Name of the bank : State Bank of India, Worli (North) Mumbai
Account Number : 10865754971

IFSC code : SBIN0000290
3. You need to fill up the details of the payment in the google form.
4. Attach the photocopy of **degree certificate /VIII semester** marksheet in the google form.
5. Once you have made payment, document is forwarded for review.
6. After document is approved by the Institute (may take 5-7 working days) you will receive an **email with a stamped PDF version** of your approved document.
7. If you need additional assistance, please send an email at examincharge@sigce.edu.in or call at 8080949302 after making payment.

For any escalations, please contact principal@sigce.edu.in.



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SMT. INDIRA GANDHI COLLEGE OF ENGINEERING

An Autonomous Institute with NAAC 'A' Grade
Approved by AICTE, Affiliated to the University of Mumbai.

DEPARTMENT OF EXAM SECTION

