



मैत्रेयी महाविद्यालय
MAITREYI COLLEGE
दिल्ली विश्वविद्यालय/ University of Delhi

बापूधाम परिसर, चाणक्यपुरी
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IMPORTANT NOTICE FOR PASSED OUT STUDENTS

Subject: Clearance and Provisional / Character Certificate for Third Year Students who opted for *Exit* from the college.

All third-year students who opted for exit option have to follow the following Instructions regarding **clearance** and **provisional certificates**:

1. Students who have **opted for the Exit Option** and have **successfully pass and cleared their third-year examinations** are required to **visit the college** to apply for **clearance**. After getting clearance from different departments, the provisional/character certificate will be issued. Kindly complete the process at the earliest to facilitate timely documentation.
2. **Provisional/Character Certificate Collection:**

To collect the certificate, students must **email the following documents** to: mail **provisional@maitreyi.du.ac.in**

Documents to be submitted via email and hardcopy

- A coloured printout of your third-year marksheet (single page; **no screenshots allowed**)
- **Proof of internships** completed during your time in college
- **Photocopies of admit cards** for all entrance exams you have appeared in
- **Details of higher education admission** (National or International, if applicable)
- **Photocopy of job offer letter or call letter** (if applicable)

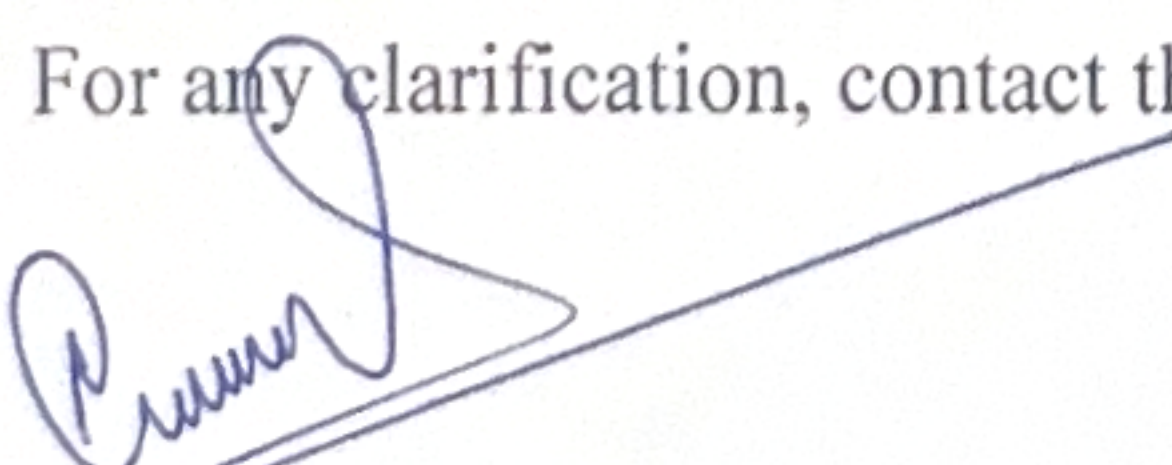
Collection Instructions:

- Certificates can be collected **2 days after sending the email**
- **Timings:** Between **10:00 AM to 1:00 PM**

Please carry a **set of** all the above-mentioned documents along with clearance certificate and submit them to the **Dealing Assistant** at the time of collection of provisional certificates.

Note: *Students who will continue in the fourth year, should not follow the above instructions.*

For any clarification, contact the college office during working hours.


Mr. Ranu Kumar
Administrative Officer

Copy to:

1. Accounts office
2. Library
3. All Science Labs
4. College Website
5. Students Notice Board