**Indian Institute of Materials Management**

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NATIONAL HEADQUARTERS( Education Wing )

Plot No.102 & 104, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai-400 614

 Tel: 022-27571022 Fax: (022) 27565741 Email: iimmedu@mtnl.net.in web: www. iimm.org.

 **IIMM/EDU/Conv/20--/--**

**Sub: REGARDING ISSUE OF DIPLOMA/GRADUATE DIPLOMA /PG DIPLOMA CERTIFICATE**

Dear Student,

We are pleased to inform that you are eligible to receive Diploma. Students who have passed in all the subjects will have to pay requisite fees & fill up the Certification form and submit it to IIMM NHQ, Navi Mumbai.

**FEES:**

 For Diploma/Graduate Diploma/PG Diploma Certificate: Rs. 1000/- in favour of IIMM, NHQs, Mumbai

**HOW TO SUBMIT A DIPLOMA CERTIFICATE FORM:-**

Required document are:

* Cash payment or DD of Rs. 1000/-
* A Xerox copy of all Mark sheets(if available)

**HOW TO PAY THE FEES:**

* Students can pay their fees by DD or Cash or Electronic transfer. DD should be in favour of “IIMM NHQ Collection A/c”.

**HOW TO SUBMIT:**

* Students can send their forms to IIMM- NHQ – Navi Mumbai only

**HOW TO CONTACT US :**

* + Students can come personally or send their forms on the address mentioned below:

**The Deputy Registrar,**

IIMM - National Head Quarters

102 &104, Institutional Area,

Sector 15, CBD Belapur,

Navi Mumbai: 400614.

Tel: 022-27571022

**HOW TO COLLECT CERTIFICATE:**

* + Students can collect the certificate during the Convocation Ceremony if being held by their respective branch of IIMM (exact dates will be communicated to all the students)
	+ Alternatively, the Certificate would be sent to them at their risk by Registered Post or Courier Service to their address.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dy. Registrar**

For Office use only

Received Rs. :\_\_\_\_\_\_\_\_\_\_\_\_

Receipt No. :\_\_\_\_\_\_\_\_\_\_\_\_ Dated :\_\_\_\_\_\_\_\_\_\_\_\_

Remark if any \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Application for original Certificate**

To,

Please paste

One copy of

Your photograph

here

**The Deputy Registrar,**

IIMM - National Head Quarters

102 &104, Institutional Area,

Sector 15, CBD Belapur,

Navi Mumbai: 400614.

Tel: 022-27571022

(To be filled in Block Letters only)

Surname : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Middle Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mother Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residential Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mobile no : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will collect my Degree : In person In Absentia

**In this connection, I am giving following Details. (Block Letter)**

1. Full name of student at the time of Examination\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of the Examination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Month & Year of the Examination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Seat No./Roll No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Examination Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Membership No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Certification fees paid : Cash Deposit Transfer

8. Whether all membership dues Cleared? YES/NO\*

n.b: certificate may not be issued to the student if the membership dues are not paid. Kindly contact on 022-27565592

 for the further details.