



NOTICE (Dated 07-04-2026)

Application Process for Letter of Recommendation (LOR)

This is to inform all students about the procedure for applying for a Letter of Recommendation (LOR):

1. Students are required to submit a formal application for the LOR.
2. Students must obtain prior permission from the concerned teacher before mentioning their name for the LOR request.
3. The LOR application form can be downloaded from the college website: www.dpcn.org.
4. Clearly mention the name of the teacher from whom the recommendation is required.
5. Specify the subject taught by the teacher along with the year/class.
6. Attach copies of all marksheets, degree certificate, and GNC registration.
7. Ensure that all submitted documents are clear and self-attested.
8. Mention the purpose of the LOR (e.g., higher studies, job application, scholarship, etc.).
9. Provide valid contact details (mobile number and email ID) for communication.
10. The LOR process may take a minimum of 5 working days.
11. Students must be present in person to complete the process.

All students are advised to follow the above instructions carefully to avoid any delay in processing.

Prof. Dr. Virendra kumar Jain
Dean



LETTER OF RECOMMENDATION (LOR) REQUEST FORM

Date: _____

1. Student Details

- Full Name: _____
- Enrolment /Registration No.: _____
- Course/Program: _____
- Year/Class: _____
- Contact Number: _____
- Email ID: _____

2. Teacher Details

- Name of Teacher: _____
- Subject Taught: _____
- Year/Class in which taught: _____

3. Purpose of LOR

(Please specify the reason, e.g., higher studies, job application, scholarship, etc.)

4. Documents Submitted (Tick ✓)

- Marksheets (All Years)
- Degree Certificate
- GNC Registration
- Other (please specify): _____

5. Additional Information (if any): _____

6. Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge.

- Student Signature: _____
- Date: _____

For Office Use Only

- Application Received On: _____
- Documents Verified: Yes No
- Processing Status: _____
- LOR Issued On: _____
- Office superintendent Signature: _____