

OFFICE USE ONLY

TC NO. DATE: DATE OF ISSUE:.....

COLLEGE OF ENGINEERING KIDANGOOR

Application for Transfer Certificate, Course & Conduct certificate and Refund of deposits
[Route: Applicant --> Group tutor--> HOD--> Principal]

- 1 Name of Student 2 Quota : Govt/ Mgmt/NRI / TFW/LE-merit/LE-Mgmt
- Year of admission: DOB:
- 3 Admission number (in full) 4 Category : SC/ST/OEC
- 5 Branch & Semester to which admitted
- 6 Reason for leaving college : Passed / Course completed / Discontinued /College Transfer
- 7 Branch & Semester from which relieved
- 8 If course completed, month & year of course completion
- 9 If passed, month & year of passing
- 10 Details of fee concession, if any

Request for issuing the following

- Course & conduct certificate
- Transfer certificate

- Refund of NRI deposit
- Refund of Caution deposit

Account no. in the name of student <i>(Attach Copy of Pass Book)</i>

Bank Name:	IFS Code:

Date:

Signature of student:

NON LIABILITY CERTIFICATE

** (Provide the Name & Signature of the concerned staff) **

Sl no.	Department / Section	Sl no.	Department / Section
1	Electronics and Communication Engg	2	Central Library
3	Computer Science & Engg	4	Workshop (Mechanical)

5	Electrical & Electronics Engg	6	Workshop (Electrical)
7	Civil engineering	8	Electronics & Instrumentation Engg.
9	Information Technology	10	Group Tutor
11	Dept of Applied Science (DASH)	12	Co-operative store
13	Computer Lab	14	PTA
15	Alumini Association	16	CGPC
17	Identity Card	18	Hostel
19	Cateen	20	College Bus
21		22	

Certificate by HOD

I hereby certify that

- 1 The Student has cleared all the dues.
- 2 The student has completed the course / Full Pass
- 3 I have verified the student record and all the details of exam and other are entered in the record.
- 4 His/ her character and conduct is

Recommended for issue of certificates and refund of NRI and Caution deposits

Date:



Signature of HOD

Name of HOD

Orders, if any, by Administrative Officer

Signature of AO

Certificates may be / may not be issued

PRINCIPAL