

## COLLEGE OF ENGINEERING KIDANGOOR

Application for Transfer Certificate, Course & Conduct certificate and Refund of deposits

*[Route: Applicant --> Group tutor--> HOD--> Principal]*

B.Tech / M.Tech (Strike whichever is not applicable)

1 Name of Student

Quota : Govt/ Mgmt/NRI / TFW/LE-merit/LE-Mgmt

Year of admission:

DOB:

2

Quota: Govt./ Mgmt./ Sponsored

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

Refund of NRI deposit

Transfer certificate

Refund of Caution deposit

(Provide Account Number and Bank details below for refund of Caution Deposit and NRI deposit)

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

Bank Name and Branch:	IFS Code:

Date:

Signature of student:

### NON LIABILITY CERTIFICATE

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

Sl no.	Departmnet / Section	Sl no.	Departmnet / 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	College Bus	20	
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:

Seal

Signature of HOD

Name of HOD

Orders, if any, by Administrative Officer/ Jr. Supdt.

Signature of AO / Jr. Supdt.

Certificates may be / may not be issued

***PRINCIPAL***