

## COLLEGE OF ENGINEERING KIDANGOOR

### Request by Students for Fee Structure

Name : ..... Name of father/mother: .....

Admn no: ..... Branch: ..... Semester / Year of study: .....

Category (TFW, Merit, Management, NRI): .....

Type of Admission (Regular/ lateral entry/ Spot) .....

Whether Hostler (Yes/No), If Yes, Name of hostel: .....

Additional Requirements (Tick whichever is required)

- Examination Fee : Yes / No
- Bus fee : Yes / No
- Text books , Records & notebooks : Yes / No
- Uniform Expense : Yes / No
- Laptop : Yes / No
- Project : Yes / No

Purpose : Loan / Scholarship / Other.....

Name of Bank/ Other ..... Branch .....

Date: ..... Signature of student: .....

Recommended by:

Name : .....

Signature: .....

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#### OFFICE USE

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Remarks by section : ..... Scrutinized by ..... Approved by .....

Name : ..... Name : ..... PRINCIPAL

Received the certificate: .....  
Name & Signature of student

**COLLEGE OF ENGINEERING KIDANGOOR**  
**Request by Students towards Industrial Training / Main**  
**Project/Internship/industrial visit**

Class:

Branch:

Name & Address of firm /organization	Name of participating students with admission Number	Recommendation by Tutor/ HOD

Purpose:.....  
.....

Period from: .....

Date:            Signature of student: ..... Recommended by: .....  
Name : .....

OFFICE USE

Prepared by : ..... Approved by ..... Sanctioned by .....

Name : ..... Name : ..... Name: .....

Received the certificate: .....  
Name &Signature of student

## COLLEGE OF ENGINEERING KIDANGOOR

### Request by Students borrowing original certificates

Name: ..... Semester and Branch:.....Admn No. ....

Type of Admission (Regular/ lateral entry/ Spot) .....

1. Required Original certificate ( 10<sup>th</sup>/ Plus 2/ Diploma / Other (Specify) .....

.....

2. Purpose for which certificate seeking: .....

3. Date of return of certificates:

Date:

Signature of student: .....

Recommended by:

Group Tutor : Signature.....

HOD: Signature.....

Name.....

Name.....

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#### OFFICE USE

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Remarks by Section:

Sanctioned issue of required certificates:

Signature of Principal / Administrative Officer

Received the following certificates:

SI No	Name of certificates

Received the certificate: .....

Name &Signature of student

## COLLEGE OF ENGINEERING KIDANGOOR

### Request by Students for railway concession

(A) For Season Ticket

Class:

Branch:

Name	DOB	From	To

(B) For Educational Tour/ Industrial training/ Other

Name & Address of firm	From	To

NB: Please attaché list of students

Date:

Signature of student: .....

Recommendation by:

1. Group Tutor: Name..... Signature.....
2. HOD/Staff-in-charge: Name ..... Signature.....

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OFFICE USE

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Prepared by : ..... Scrutinized by ..... Approved by .....

Name : ..... Name : .....

PRINCIPAL

Received: .....  
Name &Signature of student

**COLLEGE OF ENGINEERING KIDANGOOR**

**REQUEST FOR RECOMMENDATION FOR SCHOLARSHIP**

Name:

Sem:

Branch:

Admission No:

Name of Father / Mother:

Name of scholarship:

Name of agency awarding scholarship:

Whether specific format attached:

Yes/ No

Date:

Signature of student

Particulars verified and recommended:

Group Tutor : sign:

HOD: sign:

Name:

Name:

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Office Use

Remark by section:

Verification:

Approved

(Principal)

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Received

Signature of student with date

Name of student:

**COLLEGE OF ENGINEERING KIDANGOOR**

**Request for fee paid certificate for Income tax**

Date:

Name:

Adm.No:

Sem:

Branch:

Category – (TFW/ Merit/Mgt/NRI) :

Name of Father/ Mother for whom the certificate is needed -----

Receipt No: ..... Amount of tuition fee:-----

Date of payment:-----

Signature of student

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**FOR OFFICE USE ONLY**

Remarks by section:

Verification:

Approval by Principal

-----  
Received certificate

Date:

Signature of the student:

**COLLEGE OF ENGINEERING KIDANGOOR**

**Request for General purposes**

Date:

Year of Admission/Period of study: -----

Name: Adm.No: Sem: Branch:

Category – (TFW/ Merit/Mgt/NRI) :

Type of certificate needed:

(Conduct / Bonafide /Course completion/ KSRTC pass / Other (specify) -----

Purpose -----  
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Signature of Student: .....

Particulars verified and recommended:

Group Tutor : sign:

HOD: sign:

Name:

Name:

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**FOR OFFICE USE ONLY**

Certificate prepared by:

scrutiny by:

Approved

Principal

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Received certificate:

Date:

Signature of the student:

Issue No. / Date: 01/10.01.2018  
Revn. No. / Date: 00

CEK/ISO/ADMN/233