

APPLICATION FOR LEAVING INSTITUTE
(To be forwarded by coordinator of concern department.)

I, _____ (Name), _____ (Roll Number) am leaving the Institute after completing my studies for the (BE/MTECH/MBA/POLY/ITI) course. Kindly issue me Transfer Certificate/ Mark sheet / Bonafide Student Certificate.

Signature of Coordinator

Signature of Student

Endorsement by the librarian (Strike out whatever is not applicable)

All the Books, Library Cards and College Identity Card have been returned----- (Yes/No)
If not recover the amount for following items

1-Books----- Rs. _____
2-Library Cards----- Rs. _____
3-College I-Card----- Rs. _____
Total amount to be deposited is ----- Rs. _____
(Library Card Rs 25/- per card, Rs 50/- in lieu of Identity Card)

Signature and Seal of Librarian

Accounts Section (Details of Dues)

Fee _____
Library _____
Amount to be recovered to meet the cost of repair/replacement
of damaged/lost instruments, and on repairs of damaged building
and electrical/bathroom fittings _____
TOTAL DUES _____

Amount to be deposited/refunded _____

Signature of Accountant

Approved. Rs _____ may be refunded to the applicant.

Management Representative

CERTIFICATES ISSUED

T.C./Marksheet / Migration / Provisional Degree.
Received : As above

Student's Signature

PERSONAL DETAILS

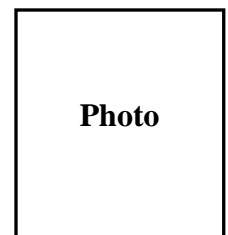
Name _____ Roll No. _____

Permanent Address _____

Phone No. (With STD CODE) _____ Mobile No. _____

E- mail:ID _____

Placement/Achievements (if any) _____



Student's Signature