GOVERNMENT ENGINEERING COLLEGE IDUKKI

APPLICATION FOR RECOMMENDATION/ATTESTATION/CERTIFICATES/RETURN OF TESTIMONIALS/REFUND OF FEES*

1	Name of student/applicant						
2	Course/programme & branch (Encircle/tick appropriate cell)	B. Tech.	CS	EE	EC	IT	ME
		M. Tech.	CS – CSSE	EE – PEC	EC – VLSIES	IT - NE	-

APPLICANT'S DETAILS

3	Details of admission to college and hostel	College Admission		University & Registration No.	Current Semester	Hostel Name & Date of Admission
		No.	Date			
				MGU		
				KTU		
	T C No. & date (Only for passed-out students)					

4	Certification/services requested. Underline the relevant items. Specify details under E or overleaf. Use separate forms for each category A to E	A) *Refund of fees (specify under E; attach relevant Report of Non-liability)*
		B) *(1) Bona fide studentship (2) Course completion/studying (3) Transfer (attach full Report of Non-liability) (4) Fee structure (5) Conduct (6) Attestation of certificates, documents, etc. (specify under E) (7) Recommendation for scholarship, etc. (specify under E)*
		C) *(1) Attendance (2) Progress/Marks (3) Condonation of attendance shortage (4) Taking back of testimonials under college custody (specify under E) (5) Direct collection of Certificate from University (attach full Report of Non-liability).*
		D) *Hostel occupancy*
		E) *Any other (specify) or details of A, B or C*
	Reason (Attach documental proof such as notifications, call letter, etc., if any)	

5	Applicant's Undertaking (strike off irrelevant statements): *(a) I certify that all the information given above is true. (b) No police/court/institute cases of law-and-order/indiscipline are pending against me (c) I undertake to return the testimonials (taken from office) within 3 days from the date of receipt, keep copies for future use, and not request for the same again. (d) I am not in receipt of any other scholarship/stipend/financial aid, shall retain only one scholarship/stipend, and surrender all others, if any. (e) I agree to legal and punitive actions against me, if I enjoy more than one scholarship/stipend at a time.*

6	Contact address & signature of applicant with date	Applicant's Contact Address	Applicant's Dated Signature on	
			Submission of Request	Receipt of Items
		Phone:	Date:	Date:

RECOMMENDATIONS

7	Specific remarks of **Class Tutor** [on items 4 (B, C & E)] and/or **Warden** [on item 4 (D)]. (Strike off irrelevant statements or add relevant ones).	*(a) Relevant data is/are verified [not necessary for items 4(A), 4(B4) & 4(C4)] with records, and certified specifically below/in the attached Form(s). (b) Applicant's conduct is good. (c) The application is recommended/not recommended for reasons indicated below/overleaf.*
8	Dated signature & name/seal of **Class Tutor/Warden**	Date: Seal/Name
9	Remarks, dated signature & name/seal of **HoD**	Date: Seal/Name

APPROVAL

Remarks & dated signature of **Principal**									

Remarks, initials & date	Office Sections	A1	B1	B2	H1	JS	SS	AO	AA
	Dates of issue			& return		(of testimonials)			