

**Distribution of Course & Conduct Certificate, Refundable Deposit
& Caution Deposits 2013 – 2017 Batch**

General Instructions: -

1. All the candidates are directed to collect **No due form** from college office & submit the same to college office **before 25th may 2017**.
2. Schedule of distribution of Certificates & Deposits : -

<u>BRANCH</u>	<u>DATE</u>
CE	19.06.17
CSE	20.06.17
ECE	21.06.17
EEE	22.06.17
ME	23.06.17

3. Students are requested to report to the College Office before 10.00 AM on Scheduled dates.
4. Students should submit the **original receipts of Refundable Deposits and Caution Deposits**.
5. The refundable deposit amount will be paid **directly to the Concerned bank** on behalf of students who had availed educational loan for Refundable Deposit.
6. The payment will be made to the **parent** only by **Bank Account Transfer**.
7. Photostat copy of parents Bank **pass book front page** should be submitted along with no dues form.
8. All students should follow the scheduled **Date** to avoid rush.
9. Students should surrender their identity **cards**.
10. If any student is not in a position to come personally the refund will be made to the parent / authorized person. A proper **authorization letter** from the student along with the above mentioned documents should be submitted.

Date : 22.04.17

Fr. Roy Joseph Vadakkan

Place : Cheruthuruthy

Secretary & Assistant Manager