

**JYOTHI ENGINEERING COLLEGE, CHERUTHURUTHY
STUDENTS NO DUES CERTIFICATE**

Name :

Date :

Course : B. Tech / M.Tech

Admission No:

Year of Admission :

Branch :

Semster :

Departments	Dues if any	Date	Remarks	Name & signature
Central Library				
Dept. Labs & Library				
CE				
CSE				
ECE				
EEE				
ME				
BSH				
ME Work shop				
Placement				
Physical Education Dept				
Computer Centre				
H.O.D				
Accounts:- College				
Hostel				

Parents Details

Parents Name & Address	Relation with student	Bank Name & Branch	A/c Number	IFSCCode
Phone Number				

Concerned Tutor must verify the above columns and hand over to Accounts Departments with Branch wise

Name of Tutor	Signature

For Office Use

Particulars	Date of Issue	Remarks	Office Manager
Course & Conduct Certificate			
Transfer Certificate			

Refund Details

Cheque No.	Cheq. date	Amount	Remarks	Accountant
Assistant Manager				

From

Date

Name of Student :

Course : B.Tech / M.Tech

Department :

Class No:

Year of Admission :

To

The Principal

Jyothi Engineering College

Sir,

I was a student of Dept.(20 admission Batch) and completed my B.Tech/ M.Tech Degree course and Viva Voce examination. I am enclosing my Non liability Certificate and request you to be kind enough to issue.

1. The Course & Conduct Certificate

2. Transfer Certificate

I also request you to kindly refund my Caution deposit

Thanking You,

Yours Obediently

Signature :

Name Of Student :

Recommended by Class tutor :

Conduct & Character :

Forwarded by HOD :

Sanctioned by Principal :

From
.....
.....
.....

Date :

Place :

To
The Principal
Jyothi Engineering College
Cheruthuruthy

Sir,

Sub : Request for releasing Refundable deposit & Caution deposit

I Mr. / Ms Son / Daughter of Mr.....
residing at was a student of Jyothi Engineering College, Cheruthuruthy
inDept during academic year 2015 - 2019. My B.Tech course is completed and I request you to
refund the Refundable Deposit remitted at the time of admission. Original receipts of Refundable Deposit
are enclosed. I have * availed / not availed loan against Refundable Deposit from Bank

Declaration

- 1 * We do hereby declare that we have availed Bank Loan against Refundable Deposit. Details of
Bank loan are noted below:

Loan account Number :

Name of Bank & address :

Phone No.of Bank :

- 2 * We do hereby declare that we have not availed Bank loan against Refundable Deposit from
any Bank.

We understand that if at any time the declaration found incorrect, the college authorities will take legal
action against us for false information and will withhold certificates or recover the entire amount from us in
lump sum.

Thanking You,
Yours faithfully,

Name & Signature of Student

Name & Signature of Parent

* **Strike which is not applicable**