

COLLEGE OF ENGINEERING POONJAR

(A unit of IHRD, Govt. of Kerala)

General Application Form



COLLEGE OF
ENGINEERING
POONJAR

Managed by IHRD, a Govt. of Kerala undertaking

From

Name:

Admission No.:

Home Address:

Mobile No.:

E-mail ID:

Course : **B. Tech./Diploma/MCA/M. Tech/BCA/BBA** **Batch/Year** of admission:

To

The Principal
College of Engineering Poonjar

Sir,

Sub:-Application/request for reg.:-

Kindly issue the following for

.....(write the purpose)

Tick the appropriate items

- | | |
|--|--|
| 1) SSLC Book (original)(specify the date of return of the document): | 11) Caution Deposit (must obtain No Dues Certificate from all the Depts. and Sections) |
| 2) Plus Two Certificate (original) (specify the date of return of the document): | 12) Medium of Instruction (MoI) from HoI |
| 3) TC (must obtain No Dues Certificate from all the Depts. and Sections) | 13) Reporting and payment of fine on lost library cards |
| 4) Course and conduct certificate | 14) ID Card (Original/Duplicate) |
| 5) Course Completion Certificate | 15) Refund of College fee/PTA fund/Bus fund/Placement cell fee etc. (higher options) |
| 6) Fee Structure for Loan/Fee paid certificate (include Bank Details) | 16) Migration certificate |
| 7) Bona fide Certificate/Studentship Certificate (write the purpose) | 17) KSRTC/Private bus/Railway concession forms |
| 8) Endorsement letter (state the purpose): | 18) PTA fund-payment/refund |
| 9) Duplicate Receipt from the Accounts Section | 19) Bus fund-payment/refund |
| 10) Letter of Recommendation from Principal/HoD/Tutor /Faculty (write the purpose) | 20) Placement Cell fund-payment/refund |

Recommendation by the Class Tutor/HoD/Faculty:

Yours faithfully,

Name & Signature of the applicant with date

For Office Use only

Prepared and issued by: Class Tutor/HoD/Faculty/A1/A2/A3/A4: Signature:

Received the document on (Signature of the applicant with date)