

# THEJUS ENGINEERING COLLEGE, VELLARAKKAD

## STUDENTS' APPLICATION FORM FOR VARIOUS SERVICES

1	Name of student/applicant						
2	Programme & branch (Encircle/tick appropriate cell)	<i>B. Tech.</i>	<i>CE</i>	<i>CS</i>	<i>EC</i>	<i>EE</i>	<i>ME</i>
		<i>M. Tech.</i>	<i>CE-SE</i>	<i>CE-GE</i>	<i>CS – CS</i>	-	-
3	Details of Admission to College and (if relevant) to Hostel	<i>College Admission</i>		<i>KTU Registration No.</i>	<i>Current Semester</i>	<i>Hostel Name &amp; Date of Admission</i>	
		<i>No.</i>	<i>Date</i>			<i>LH MH</i>	<i>DD MM</i>
	T C No. & Date (Only for passed-out students)						
4	Certification/services requested (Underline the relevant items Specify details under D or overleaf. Use separate forms for each category A to D)	A) <i>Refund of fees [specify under D and attach relevant Report of Non-liability]</i>					
		B) <i>(1) Bona fide studentship (2) Course completion/studying (3) Transfer [attach full Report of Non-liability] (4) Fee structure (5) Conduct [HOD's recommendation needed in 7(b)] (6) Attestation of certificates, documents, etc. [specify under D] (7) Recommendation for scholarship, etc. (8) Attendance (9) Progress/Marks (10) Condonation of attendance shortage (11) Taking back of testimonials under college custody [specify under D] (12) Direct collection of Certificate from University [attach full Report of Non-liability], (13) Backlog Clearance (14) Letter of Recommendation (15) Medium of Instruction</i>					
		C) <i>Hostel occupancy [Warden's recommendation needed]</i>					
		D) <i>Any other (specify) or details of A, B or C</i>					
	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	<i>Applicant's Contact Address</i>			<i>Applicant's Dated Signature on</i>		
					<i>Submission of Request</i>	<i>Receipt of Documents</i>	
		<i>Phone:</i>	Date: <input type="text"/>		Date: <input type="text"/>		
7	Specific remarks of <b>Class Tutor</b> [on items 4 (A, B & D)] and/or <b>Warden</b> [on item 4 (C)]. [Strike off irrelevant statements or add relevant ones].	a) <i>Relevant data is/are verified [not necessary for items 4(A), 4(B4) &amp; 4(C)] with records, and certified specifically below/in the attached Form(s).</i>					
		b) <i>Applicant's conduct is good.</i>					
		c) <i>The application is recommended/not recommended for reasons indicated below/overleaf.</i>					
8	Dated signature & name/seal of <b>Class Tutor/Warden</b>	Date: <input type="text"/>			Seal/Name		
9	Remarks, dated signature & name/seal of <b>HoD</b>	Date: <input type="text"/>			Seal/Name		
Remarks & dated signature of <b>Principal</b>							
Remarks, initials & date	<i>Principal's Office</i>				<i>Accounts</i>		<i>AO</i>
	Date of issue <input type="text"/> & return <input type="text"/> (of testimonials)						

APPLICANT'S DETAILS

RECOMMENDATIONS

APPROVALS