

APPLICATION FOR ISSUE OF COLLEGE LEAVING CERTIFICATE AND REFUND OF CAUTION MONEY

To,
The Director,
KCB Technical Academy
Umara, AB Road, Near Rau , Indore, MP

Latest Photo

Sir,

1. My Personal particulars are:

Name _____ S/D/O _____

Course: (Master of Engg/MBA/BE) Branch: (CE/CS/EC/IT/ME) Category: (UR/OBC/SC/ST)

Admitted in the Academic year _____ Enrollment / Roll no. _____

Permanent Address _____

City _____ **District** _____ **State** _____ **Pin No.** _____

Telephone no with STD Code _____ Mobile no. _____

2. I am obtained of my degree / without completion of the course.

(Indicate reasons for Non – Completion of the course _____)

3. I have obtained aggregate marks _____ Out of _____ total marks in the University examination of (Master of Engg/MBA/BE) Branch: (CE/CS/EC/IT/ME) held in the _____ Month _____ year securing _____ % marks and placed in _____ Division. **(Photocopies of all semesters mark sheet are required to be submitted along with this application.)**

4. Certified that I have paid all the dues to the college and have nothing outstanding to pay or deposited any items/document/book to my parent department or any other department /sections of the college. No dues certificate is attached overleaf.

5. Certificate that I was not involved in ragging or any in disciplinary activities during my studies at this college and no disciplinary action either at the college or any police station is pending against me.

6. I request you to please issue me the **College Leaving Certificate**.

7. Please also refund my caution money and send the cheque at my above mentioned address.

Original Caution Money Reciept no. _____ **Date** _____ for Amount _____/-is to be submitted may be obtained from the Finance Controller.

8. I Solemnly declare that the information furnished above is true to the best of my knowledge and nothing has been concealed there in . I shall be responsible for any wrong information given.

Yours Faithfully

Recommendation of Head of Department

Signature of student with date

Name of student _____

Director

OFFICE USE ONLY

Verified and college leaving certificate no _____ Dated _____ Issued

Incharge

A/E Section