



Khandoli Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to JTU, Ranchi)

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

To,
The Principal
Khandoli Institute of Technology
Giridih
Sir,

Paste
your latest
photograph

1. My personal particulars are :-

Name _____ S/D/o _____
Course :- Diploma in _____ Engineering Category (UR/OBC/SC/ST):- _____
Admitted in the Academic year _____ Enrollment /Regd. No. _____
Permanent Address _____ PS _____
District _____ State _____ Pin no. _____ Email Id _____
Mobile no. 1. _____ 2. _____

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 SBTE examination held in the _____ 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 Institute. 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 Institute 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 Transfer Certificate / College Leaving Certificate.

7. Please also refund my caution money and send the cheque at my above mentioned address. Original Caution Money Receipt 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
Signature of student with date
Name of student _____

Recommendation of Head of Department

Principal

OFFICE USE ONLY

Verified and college leaving certificate no _____ Dated _____ Issued

Incharge
A/E Section