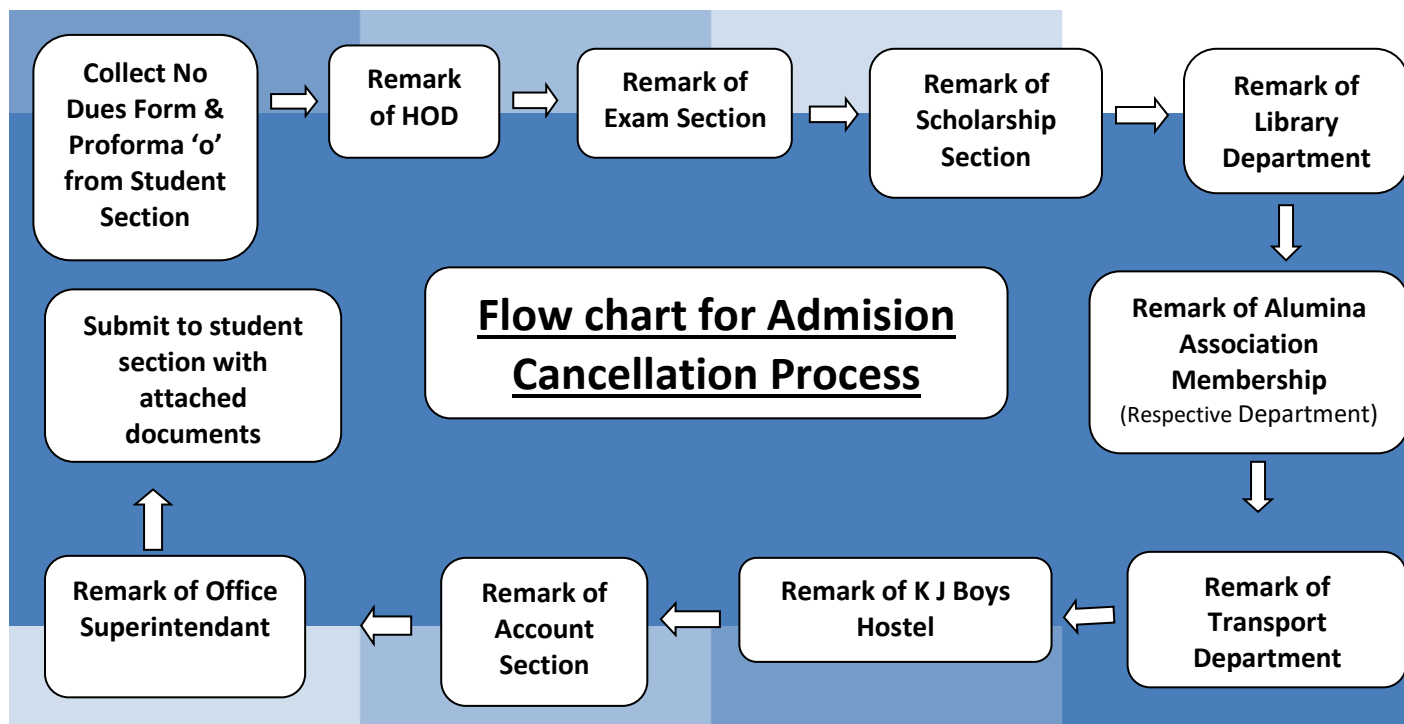


Flow Chart for Admission Cancellation Process



Attached following Documents with No Dues Form

1. Affidavit for admission cancellation on 100 Rs. Stamp paper
2. Handwritten Application of admission cancellation
3. No Dues Form (Completed all Remarks & information)
4. Proforma 'O'
5. Sem I & II Result-If applicable (self-attested Xerox copy)
6. ID Proof (self-attested Xerox copy)
7. Take a Xerox copy of No Dues Form for acknowledgement
8. Submit No Dues form in Admin Office-Student Section
9. Leaving Certificate & Original Documents will be issued after 04.00 pm.

Pro forma - O

Specimen Application form for cancellation of admission
(To be submitted in duplicate)

Date:

To
The Principal,
(Name of the Institute)

Sir,

Full name of candidate :

Name of College :

Course : Date of admission:

University Merit Number: State Merit Number:

Amount of fee paid: Rs.

Fee Receipt Number and Date: (Attach Xerox copy)

I request you to kindly return my original documents and refund the fees paid as per the rules.

..... Signature of candidate

For Office use only:

Amount Paid Rs.	
Amount Deducted Rs.	
Amount refunded Rs.	
Cheque No. & date	
Bank particulars	

Full address of the candidate:

Telephone No :

Signature of Accounts Officer

Received the following original documents from the Admission Authority, along with the cheque towards refund of tuition fees:

1.	
2.	
3.	
4.	
5.	
6.	
Signature of the candidate	



K J's EDUCATIONAL INSTITUTES
TRINITY COLLEGE OF ENGINEERING & RESEARCH, PUNE-48

NO DUES FORM FOR STUDENT

Date: / /2023

Name of Student (Full Name) _____

Course: B.Engg./M.Engg./MBA/PhD Year : FE/DSE Department/Div: _____ Category: _____

Year of Admission: _____ Year of Passing: _____ Contact No.: _____

Verified Students information by Student Section: _____

Sign of Student

Sign of Student Section

Details:

Sr.No.	Department	Remark	Sign of HOD
1.	HOD		
2.	Alumina Association Membership (Department)		
3.	Exam Section		
4.	Sport Department		
5.	Training & Placement		
6.	Library		Seal & Signature
7.	KJEI Transport Dept.		
8.	KJEI Hostel		
9.	Scholarship Section	Category	OPEN/SC/ST/VJ/DT/NT/SBC/OBC
		Sr.No Year	Sanction Bill No. /Amt. Received Remark / Dues S.W.S.
		1. FE-	
		2. SE/DSE-	
		3. TE-	
		4. BE-	
Seal & Signature			
10.	Account Section	Sr.No Year	Fees Status Remark/Dues
		1. FE-	
		2. SE/DSE-	
		3. TE-	
		4. BE-	
Seal & Signature			

Remark of Office Superintendent: - _____

Sign of Office Superintendent

Sign of Principal

Current Job Details	Name of the Company: Company Address:
Student Address	
E-mail ID	

No Dues Form Process

Attached following Documents with No Dues Form

1. No Dues Form (Completed all Remarks & information)
2. Handwritten Application of Pass out student for LC & Original Documents
3. Final Year Result (self attested Xerox copy)
4. Passing Certificate (self attested Xerox copy)
5. ID Proof (self attested Xerox copy)
6. Submit No Dues form in Admin office (Student Section)