Instructions for Collecting Certificates and Reimbursement of Fees

SCHEDULE

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Reporting time</th>
<th>M.Tech(all branches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7/9/2023 Thursday</td>
<td>9:00 am</td>
<td>Issue of documents submitted and refund of fees</td>
</tr>
<tr>
<td>2</td>
<td>8/9/2023 Friday</td>
<td>9:00 am</td>
<td>Issue of documents submitted and refund of fees</td>
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</tbody>
</table>

1. Take a printout of the request forms (given below), fill the form and put your signature wherever necessary.

2. Students shall produce the original fee receipts for reimbursement purposes.

3. Students shall collect the token from the helpdesk (Located at ground floor of the administrative block).

4. Submit the request form for document collection at the Front Office (in front of Principal’s room).

5. You can collect the documents from the Main office, based on your token number.

6. Submit the PTA refund request form and all original receipts at PTA office (ground floor of administrative block)

Pampady
04/09/2023

PRINCIPAL
Please take print of the forms and fill; pl bring these forms when you report for relieving.
REQUEST FOR RETURN OF ORIGINAL CERTIFICATES

From

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(Write your name and address here)

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To

The Principal
Rajiv Gandhi Institute of Technology
Kottayam.

Sir,

Sub: Allotment to another college on M.Tech Online spot allotment – Request for return of original certificates –reg.

I…………………………………………………………………………………………………………………(Write your name here)

Admission No.………………………… ) got allotment to ---------------------------------------------

--------------------------------------------------------- (Write name of newly allotted institution). So I request you to return the original certificates submitted by me during admission.

Place: Pampady
Date:

Yours faithfully

Name & Signature
REQUEST FOR REFUND OF PTA FUND

To

The Principal
Rajiv Gandhi Institute of Technology Kottayam.

Sir,

Sub: Allotment to another college on M.Tech Online Spot Allotment- Request for refund of PTA Fund –reg.

I……………………………………………………………………………………………………(Write your name here)

Admission No: ……………………… got allotment to………………………………………………

………………………………………………………………………… (Write name of newly allotted institution). So I request you to refund the PTA fund paid by me during admission. The original receipt is attached herewith.

Place: Kottayam

Date: 

Yours faithfully

(Signature)

Name & Address: