

Date : 20.10.2020

## NOTICE

### **Issue of TC and CC new Instructions (Applicable for 2019-20 outgoing batch)**

Under this pandemic situation norms for awarding "NO DUES " to outgoing students (B.TECH and M.Tech 2020) was discussed with HODS . They have communicated to adopt a relaxed procedure in view of Covid -19 spreads .

Prof Murali V S has already intimated there is no dues for NSS members

Prof Madhu A K has informed there is no dues pending from college senate

Under these circumstances the following instruction are issued for issue of TC,CC& CD in the current year.

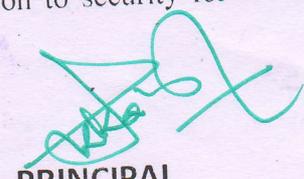
1. Applicable to students completing B.Tech/ Mtech courses in the year 2020 only
2. All HODs to collect information regarding the existing dues against the students from own as well as other department, and communicate to other HODs if relevant. The HOD of branch of study & staff advisor of the class shall issues no dues from academic related activities.
3. All the students are suppose to enroll as alumni CE Adoor by paying registration fee Rs 500/- to Prof Girija , treasurer Alumni Association CE Adoor (will be collected by Smt Ushakumari O A)
4. The students who were placed through the placement cell of college,(as per the list forwarded by Dr Binulal B R , Placement officer ) suppose to pay 1% of CTC as per the norms of placement cell. Such students should pay the amount to get no dues from Placement section. (will be collected by Smt Ushakumari O A)
4. "No dues" from library shall be collected from Library staff
5. Dues if any related Physical education to be remitted to Smt Ushakumari O A
- 5.. PTA, Academic section(office) , Accounts, physical education etc shall be handled by Smt Usha kumari OA, College Office

#### **As such Students need to get NO Dues directly from**

- 1) Staff Advisor & HOD concerned branch of study ,
- 2) Library
- 3) Smt Ushakumari O A (for alumni, PTA, Placement cell & Physical education ) and
- 4) Submit to academic section (Ramlath Beevi OA) along with application for TC & CC, Return of original certificates (if any). (NO need to get signature from Principal individually.)

After getting the TC, application for caution deposit along with advance receipt,(incorporating the TC number the personal bank account number , IFSC code, name as entered in bank account ) shall be submitted to Sri. Viswamohan ,Head Clerk, finance section . He may ask the student to sign in the CD register. A serial number will be issued as per the submission order of application. The CD will be transferred to bank account in due course.  
More than 15 students will not be permitted to enter the campus at a time by the security. However those do not have any dues as above shall hand over the application to security for further actions

**Students may report with effect from 10.11.2020 only.**

  
PRINCIPAL