

Date : 22.09.2021

NOTICE

Issue of TC and CC new Instructions Applicable for 2020-21 outgoing batch

Under this pandemic situation norms for awarding "NO DUES " to outgoing students (B.TECH 2017-2021 and M.Tech 2019-2021) was discussed with HODS . They have communicated to adopt a relaxed procedure in view of Covid -19 spreads .

Hence the following instructions are issued for issue of TC,CC& CD in the current year.

1. Applicable to students completing B.Tech/ M.Tech courses in the year 2021 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
6. PTA, 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) Account Section - Office

Later, the completed form may be submitted to academic section (Ramlath Beevi OA) along with application for TC & CC. (NO need to get signature from Principal individually.)

No dues Form is available in downloads of College website www.cea.ac.in

After getting the TC, application for caution deposit along with advance receipt voucher (incorporating the TC number, the personal bank account number , IFSC code, name as entered in bank account) and a copy of bank pass book shall be submitted to Sri. Viswamohan ,Head Clerk, Account section . He may ask the students 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 of requested students after completion of admission process of academic year 2021-22 only.

Students may report with effect from 27.09.2021 only for dues clearance.



PRINCIPAL