

Students are instructed to follow the respective procedure for fulfilling the desired requirement:

<u>S.No.</u>	<u>Requirement</u>	<u>Procedure</u>	<u>Form</u>
1.	<b>Bonafide Certificate</b>	The request in specified <b>application form</b> ( <i>duly filled</i> ), clearly mentioning the reason ( <i>in the space provided in the application form</i> ) for the requirement of the certificate should be submitted to the academic cell.	<a href="#"><u>Annexure - I</u></a>
2.	<b>Bus/Train journey concession pass</b>	The request in specified <b>application form</b> ( <i>duly filled</i> ) along with the <b>Bus/Train journey concession pass form</b> ( <i>duly filled</i> ) should be submitted to the academic cell.	<a href="#"><u>Annexure - II</u></a>
3.	<b>No Dues Certificate</b>	To be certified by competent authorities and to be submitted when & where required.	<a href="#"><u>Annexure - III</u></a>
4.	<b>Provisional Certificate</b>	The request in specified <b>application form</b> ( <i>duly filled</i> ) along with the " <b>No Dues Form</b> " ( <i>duly filled &amp; certified</i> ) should be submitted to the academic cell.	<a href="#"><u>Annexure - IV</u></a>
5.	<b>Security Refund</b> (In case, the student is leaving the college after completion of the programme enrolled for)	The request in specified <b>application form</b> ( <i>duly filled</i> ) along with the " <b>No Dues Form</b> " ( <i>duly filled &amp; certified</i> ) and attested <b>photocopy of the original/provisional degree certificate</b> , should be submitted to the academic cell.	<a href="#"><u>Annexure - V</u></a>
6.	<b>Security Refund</b> (Otherwise, Like the student wants to cancel the admission, etc.)	The request in terms of an <b>application</b> duly mentioning the details of the student along with " <b>No Dues Form</b> " ( <i>duly filled &amp; certified</i> ) and <b>identity card</b> issued by the college, should be submitted to the academic cell.	<a href="#"><u>Annexure - V</u></a>

Date: \_\_\_\_\_

To,  
The Principal,  
Ambedkar Institute of Advanced Communication Technologies & Research,  
Geeta Colony, Delhi – 110031

Subject : **Application for Bonafide Certificate**

Sir/Madam,

I am a regular student of your college. My details, as per institute/university records are:

**Student's Name :**

**Father's Name :**

**Enrollment No. :**

**Branch: CSE / ECE**

**Programme : B.Tech / M.Tech**

Kindly issue me the Bonafide Certificate.

Yours faithfully

(Signature of the Student)

\* State the reason for this certificate, below:

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**Academic Cell:**

The details of the student have been checked and verified as per the records available in the academic cell.

Academic Cell

(Stamp & Date)

Date: \_\_\_\_\_

To,  
The Principal,  
Ambedkar Institute of Advanced Communication Technologies & Research,  
Geeta Colony, Delhi – 110031

Subject: **Application for Bus / Railway Concession Pass Attestation**

Sir/Madam,

I am a regular student of your college. My details as per institute/university records are:

**Student's Name :**

**Father's Name :**

**Enrollment No. :**

**Branch:                   CSE / ECE                                       Programme : B.Tech / M.Tech**

Kindly attest my Bus/Railway travel concession pass form so that I am able to enjoy this benefit.

Yours faithfully

(Signature of the Student)

**Encl:**

Duly filled Bus / Train travel concession pass form.

**Academic Cell:**

The details of the student have been checked and verified as per the records available in the academic cell.

Academic Cell

(Stamp & Date)

Govt. of NCT of Delhi  
**Ambedkar Institute of Advanced Communication  
Technologies & Research**  
Geeta Colony, Delhi – 110031

NO DUES CERTIFICATE

Date : \_\_\_\_\_

Student's Name :

Enrollment No. :

Father's Name :

\*Programme : **B.Tech / M.Tech**

\*Branch : **CSE / ECE**

*\* Strike out whichever is not applicable.*

***Signature of the Student***

Certified that the student with the above details has no dues in his / her name:

1. Academic cell : .....
2. HOD (App. Sci.) : .....
3. HOD (ECE) : .....
4. HOD (CSE) : .....
5. Library : .....
6. T.P.O. : .....
7. Sports/Gym : .....
8. A.O : .....
9. Cashier : .....
10. Store Officer : .....

***Principal  
( Seal & Date )***

Date: \_\_\_\_\_

To,  
The Principal,  
Ambedkar Institute of Advanced Communication Technologies & Research,  
Geeta Colony, Delhi – 110031

Subject : **Application for Provisional Certificate**

Sir/Madam,  
I am enrolled with this institute as per the following details:

**Student's Name :**

**Enrollment No. :**

**Father's Name :**

**Programme : B.Tech / M.Tech**

**Branch: CSE / ECE**

I have secured the desired credits for the award of my degree certificate. In addition, I undertake that I will not take any leftover (back) course examination/s (if any).

Details of the back papers/courses (if any):-

<u>S.No.</u>	<u>Course Code</u>	<u>Course Name</u>	<u>Semester</u>
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I request you kindly to issue me my provisional degree certificate.

Yours faithfully

(Signature of the Student)

Forwarded to the University for Necessary Action at its end.

**Principal / In-Charge Academics**

Date: \_\_\_\_\_

To,  
The Principal,  
Ambedkar Institute of Advanced Communication Technologies & Research,  
Geeta Colony, Delhi – 110031

Subject: **Application for Security Refund**

Sir/Madam,  
Please accept my request for the refund of my security deposit. My details as per institute/university records are:

**Student's Name :**

**Father's Name :**

**Enrollment No. :**

**Programme: B.Tech / M.Tech**

**Branch: CSE/ECE**

**\*Reason :** Degree Completion / (other: specify)

The duly signed "**No Dues Certificate**" is attached herewith this application.

Yours faithfully

Student's Contact No.....

Student's Email ID. ....

(Signature of the Student)

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**Academic Cell:**

As per the records available in the Academic Cell, "No Dues Certificate" has been received and the student has no dues pending against his/her name.

The security deposit of the student may be refunded.

***In-Charge Academics***

**H.O.O**

**Accounts Department:**

Security deposit of Rs. \_\_\_\_\_ is refunded to the student vide cheque no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_.

***A/c Officer / D.D.O.***

***Cashier***

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**Student's Acknowledgement:**

Received the refund as per the details mentioned above.

***Signature of the Student***

\* Student needs to attach the proof of the completion of the degree (as per the case) in the form of an attested photocopy of the Provisional Degree/ Degree certificate.