

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

- Instructions :** (i) Application shall be forwarded by the Principal / Director of the respective college specifying the reason / purpose for Additional Grade Sheets / Transcripts.
(i) Grade sheets / Additional Grade Sheets / Transcripts are issued year - wise.
(ii) Fees of Rs.100/- per year per each grade sheet. Accordingly a Demand draft in favour of Biju Patnaik College of Technology payable at Bhubaneswar is to be attached.
(iii) Purpose of Additional Grade Sheet / Transcript has be enclosed with the application form.

- A. Name of the College :
- B. Registration Number :
- C. Name of Student :
- D. Discipline :
- E. No. of Additional Grade Sheet / Transcripts required :

Tick (✓) the appropriate Box

1st Year

2nd Year

3rd Year

4th Year

5th Year

F. Demand Draft Details

- (a) Amount:..... (in words.....)only.
- (b) DD. No.:..... (c) DD. Date:.....
- (d) Bank:.....

Date :

Students Signature

Principal / Director

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR MIGRATION CERTIFICATE

- Instructions :**
- (i) Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik College of Technology payable at Bhubaneswar is to be attached.
 - (ii) Application shall be forwarded by the Principal / Director of the respective college specifying the reason / purpose for issuance of the Certificate.
 - (iii) The application shall be accompanied by the Original Registration Card issued by the College.
 - (iii) NOC from the Principal / Director of the concerned College to enclosed with application form.

A. Name of the College :.....

B. Registration Number :.....

C. Name of Student :.....

D. Discipline :.....

E. Reason / Purpose :.....

.....
.....

F. Demand Draft Details:

(a) Amount:..... (in words.....)only.

(b) DD. No.:..... (c) DD. Date:.....

(d) Bank:.....

Date :

Students Signature

Principal / Director

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR CORRECTION OF NAME IN DEGREE CERTIFICATE

- Instructions :** (i) *Application shall be forwarded by the Principal / Director of the respective college specifying the corrected name.*
(ii) *The application shall be enclosed with the attested copies of the HSC and CHSC certificate.*
(iii) *Original Degree Certificate with Wrong Name.*
(iv) *Fees of Rs.200/- in shape of Demand draft in favour of Biju Patnaik College of Technology payable at Bhubaneswar is to be attached.*

A. Name of the College :

B. Registration Number / Roll No. :

C. Discipline :

D. Wrong Name as Printed :

E. Correct Name to be Print :

Date :

Students Signature

Principal / Director

C. V. Raman College of Engineering Bhubaneswar

APPLICATION FOR BRANCH CHANGE

Instructions: Refer to Clause No.2.5 of Academic Regulation for B.Tech.

A. Name of the College :.....

B. Registration Number :.....

C. Name of Student :.....

D. Branch at the Time Admission :.....

E. New Branch allotted :.....

Date :

Students Signature

Principal / Director

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR DUPLICATE GRADE SHEETS

- Instructions :** (i) Application shall be forwarded by the Principal / Director of the respective college specifying the reason for Duplicate Grade Sheets.
(i) Grade sheets are issued year - wise.
(ii) Fees of Rs.100/- per year per each grade sheet. Accordingly a Demand draft in favour of Biju Patnaik College of Technology payable at Bhubaneswar is to be attached.

- A. Name of the College :
- B. Registration Number :
- C. Name of Student :
- D. Discipline :

Tick (√) the appropriate Box

1st Year

2nd Year

3rd Year

4th Year

5th Year

E. Demand Draft Details:

- (a) Amount:..... (in words.....)only.
- (b) DD. No.:..... (c) DD. Date:.....
- (d) Bank:.....

Date :

Students Signature

Principal / Director

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR DUPLICATE DEGREE CERTIFICATE

- Instructions :** (i) *Application shall be forwarded by the Principal / Director of the respective college specifying the reason for Duplicate Degree Certificate..*
(ii) *The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost / damaged.*
(iii) *Original Affidavit swearing before 1st Class Magistrate.*
(iv) *Original clipping of the news paper (at least in 2) of Orissa State in which loss / damage so published.*
(iv) *Fees of Rs.500/- in shape of Demand draft in favour of Biju Patnaik College of Technology payable at Bhubaneswar is to be attached.*

- A. Name of the College :
- B. Registration Number / Roll No. :
- C. Discipline :
- D. Branch :
- E. Issuance Date of Degree :

Date :

Students Signature

Principal / Director

C. V. Raman College of Engineering Bhubaneswar

APPLICATION FOR DUPLICATE REGISTRATION CARD

- Instructions :** (i) *The application shall be accompanied by the Original FIR of Police Station where the Registration Card has lost / damaged.*
(iii) *Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik College of Technology payable at Bhubaneswar is to be attached.*

- A. Name of the College :
- B. Registration Number :
- C. Discipline :
- D. Branch :

Date :

Students Signature

Principal / Director

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR SUPPORT FROM WELFARE FUND

1. Name of the student :
2. Name of the College :
3. Year of Admission :
4. Discipline :
5. Current Status :
6. Name of the Earning Member :
who has been supporting
study as per college record
7. Current Status of the Member : Deceased
Supporting Study Permanently Disabled
8. Date of incident :
9. Cause of death / permanent disability
(Support with death certificate of permanent disability by a medical board by CDMO or above)
10. Current financial status of the family
(Support by an Income Certificate issued by a Revenue Officer of the rank of a Tahasildar or above)

Signature of the Applicant

FOR USE BY THE COLLEGE

11. Estimated Semester wise expenditure to complete the course requirements in minimum prescribed period
- Tuition Fee
 - Development Fee
 - Hostel Fee
 - Transportation Fee
 - College Fees
 - Other Fees
 - Contingency
 - Total for the Current Semester
 - Total for the Remaining Semester
12. Recommendation of the College
- (i) The case has been examined by a committee and it requires / does not require favorable consideration
(Recommendation of the committee is enclosed).
- (ii) The college agrees to pay for the expenses and claim reimbursement from Welfare Fund.

Signature of the Principal

C. V. Raman College of Engineering Bhubaneswar

APPLICATION FOR RE-CHECKING / RE-TOTALLING

Instructions : Fees of Rs.200/- for each subject in shape of DD / Cash is to be deposited in the respective College.

- A. Name of the College :
- B. Registration Number :
- C. Discipline & Branch :
- D. Semester / Trimester :

SI.No.	Subject Code	Subject

- E. Mode of Payment :
- (i) Cash : (in Rupees)
- (ii) Demand Draft : DD No. Date :

Date :

Students Signature

Principal / Director

C. V. Raman College of Engineering
Bhubaneswar

APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPT(S)

Instructions: Fees of Rs.260/- for each subject in shape of DD / Cash is to be deposited in the respective College.

- A. Name of the College :
 - B. Registration Number :
 - C. Name of the Student :
 - D. Semester / Trimester :
 - E. Date of Publication of Results :
 - F. Postal Address of the Student :
-Phone :.....

Sl. No.	Subject Code	Subject

Date :

Students Signature

RECEIPT

Received the application from Mr. / Ms.
bearing registration no. of semesteron(date)
seeking information.

Receiving officer

College:.....

C. V. Raman College of Engineering
Bhubaneswar

APPLICATION FOR SEMESTER REGISTRATION / SUBJECT REGISTRATION

Instructions : Fees as per Academic Regulation for B.Tech/MBA / M.Tech.

- A. Name of the College :
- B. Registration Number :
- C. Discipline & Branch :
- D. Semester / Trimester :

Sl.No.	Subject Code	Subject

- F. Mode of Payment :
 - (i) Cash :(in Rupees)
 - (ii) Demand Draft : DD No. Date :

Date :

Students Signature

Principal / Director

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA ROURKELA

APPLICATION FOR INTER COLLEGE TRANSFER IN THE ACADEMIC SESSION _____

(To be forwarded to the College through Principal/ Director of Existing college)

- Instructions :**
- (i) Application shall be forwarded by the Principal / Director of the existing college specifying the reason / purpose for Transfer of College with Official Seal.
 - (ii) No Objection Certificate from the Head of the Institution in which the student is now studying to be attached.
 - (iii) Acceptance Certificate from the Head of the Institution in which the student intends to Transfer to be attached.
 - (iv) Authenticated Medical Records, for transfer on Medical Grounds.
 - (v) Please Refer to Clause No. 2.7 of Academic Regulations for more details.

I. Details of the Existing College as per present study of the STUDENT

- A. Name of the College :
- B. Name of the student :
- C. Registration Number :
- D. Semester and Branch :
- E. Ground for Transfer : Extraordinary Circumstances; Medical Grounds (Tick any one)

II. Details of the Proposed College as per transfer intended by the STUDENT

- A. Name of the College :
- B. Name of the Branch :
- C. Approved Intake Capacity of the Branch :
- D. Present Strength in the Branch :
- E. Number of Vacant Seats in the Branch :

Date :
Student

Signature of the

Counter Signature of the Principal/ Director of the Existing College with Seal:

Counter Signature of the Principal/ Director of the Proposed College with Seal:

For College office Use only

Recommendation of the Scrutiny Committee:

Recommended / Not Recommended

Old Regd. No. :

New Regd. No. :

REGISTRAR

N.B. The application form for Inter College Transfer (Form.No.ACA-12) duly filled in by the student(s) and complete in every respect should be forwarded to the College through Principal/ Director of existing college. All such applications for Inter College Transfer on Medical Grounds with required documents received by the College during a particular Academic Session shall be placed before a committee for necessary scrutiny and recommendation. Based on the recommendations of the committee, the students may be allowed for Inter College Transfer in the beginning of the next Academic Session only. Such students shall have to take admission in the new college by adhering to the fee structure of that college. The concerned Principal/Director of the respective colleges shall inform the College immediately regarding such transferred cases for cancellation of the old Registration Card and issue of new Registration Card in favor of the student, as per rules.

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

UTILISATION CERTIFICATE FOR WELFARE FUND

Instructions : (i) Application shall be forwarded by the Principal / Director of the existing college specifying the reason / purpose for Transfer of College with Official Seal..

I. Details of Existing College

A. Name of the College :

B. Name :

C. Registration Number :

D. Branch:

E. Year of Study: 2nd 3rd 4th
[Tick (✓) the appropriate year]

II. Details of New College

A. Name of the College :

B. Intake of the Branch :

C. Strength of the Branch :

Date :

**Signature of the Student
Name :**

For College office Use only

Registrar

UTILIZATION CERTIFICATE
(To be given in the College letter Head)

- A. Name of the Student :
- B. Name of Discipline :
- C. Name of deceased parent :
- D. Amount Received from College :
with Cheque No / Date
- E. Joint Account No. of the :
Student & College (*to which the amount is credited*)

Certified that the above amount of Rs.(Rupees.....
.....) received for the academic
session has been duly disbursed
to Mr / Ms..... on dated for
the purpose for which it has been sanctioned.

Signature of the Principal / Director

Date...../...../.....