No. KGEC/Clearance Form/2 15   Dated: 10.06.2025

NOTICE

This is to inform all final year students of the academic year 2024-25 that **only the updated Clearance Form (as attached herewith)** will be accepted henceforth for all clearance-related procedures.

Any previous version of the clearance form will no longer be accepted under any circumstances.

All concerned students are hereby directed to download and use the attached clearance form for submission. Kindly ensure that the form is duly filled in and signed by all relevant departments/sections as instructed.

Non-compliance with this directive may result in delays in processing your final clearance.

Dr. Sourabh Kumar Das
(Principal)

Dr. Sourabh Kumar Das
Principal
Kalyani Govt. Engineering College
Kalyani- 741 235, Nadia. W.B.

From : ....
(Name of the student)

B.Tech / M.Tech in CSE / ECE / ME / IT /EE OR MCA

Session of study : 20........ to 20 ......

To
The Principal
Kalyani Government Engineering College
Kalyani, Nadia

Sub : Submission of Clearance Form after completion of course of study

Sir,

With reference to the above, please find herewith the Clearance Form of myself and oblige.

Thanking you,

Yours faithfully,

[Name and Signature of the student]

Enclosure : The said form signed by all except the Accounts Section

_____

N.B.:
1.   Make the forwarding letter two copies. Other pages one copy each.
      Take signature from the relevant persons (except A/C Section)

2.   Submit those to the Receiving Section and take one receiving copy from the receiver and preserve it for future reference

Kalyani Government Engineering College
Kalyani – 741 235; Nadia

APPLICATION FOR REFUND OF CAUTION MONEY DEPOSIT

01.	Name of the applicant (in block letters)	:	
02.	Department	:	CSE/ECE/ME/IT/EE/CA
03.	Name of the Course	:	B.Tech/M.Tech/MCA
04.	University Registration No. & Year	:	
05.	Class Roll No.	:	
06.	Course Session	:	20……….. to 20 …………
07.	Month & Year of leaving the college	:	
08.	Reason for leaving the college	:	
09.	Name of Hostel (if occupied)	:	
10.	Amount of Caution Money Deposit with Receipt No. & Date : (Original Receipt enclosed) :		
	a) Caution Money Deposit	:	`
	b) Receipt No. & Date	:	
11.	Address for communication	:	
12.	Mobile No.	:	
13.	e-mail ID	:	

DECLARATION

I declare that I did not claim for or receive refund of the aforesaid Caution Money Deposit earlier and that I will have no objection to the recovery made for any outstanding amount in the form of fee or fine from my Caution Money Deposit.

Signature of the Applicant in full

Name of the Student   :

Department   :

Sl. No.	Department/Section	Signature	Remarks
01.	H.O.D., Concerned Dept.		
02.	Library		
03.	Hostel		
04.	Students' Section		No dues certificate received from all academic departments/ not clear
05.	Examination Section		
06.	CASH		

FOR USE IN THE ACCOUNTS SECTION

The Caution Money Deposit of ` ………………………… (Rupees ………………………… ……………………………………) only was collected vide Receipt No. ……………………………. dated …………………… And was credited to the College Fund.

Out of that an amount of ` ………………… (Rupees ……………………………………… ………………………………………) only may be deducted on account of Fee/Fine as recommended of the Head of the Department ……………………………… Balance amount of ` ………………… (Rupees ……………………………… ……………………………………) only may be refunded to Mr. / Ms. ……………………………………………………………………… of B. Tech [CSE/ECE/ME/IT/EE], MCA, m. Tech [CSE/ECE/ME/IT/EE], who appears to have cleared his/her dues to the college. The deposit has been verified with the Students' Ledger.

Accountant/Cashier

Pay ` ………………… (Rupees ………………………………………………………………) only to ………………………………………………………. by cheque drawn in his favour/in cash/by Money Order.

Accountant   Accounts Officer

……

A C K N O W L E D G E M E N T

Received ` ………………… (Rupees ………………………………………………………………) only from the Accounts Officer. Kalyani Govt. Engineering College, by cheque (bearing No. ……………………………. dated …………………………) / in Cash on account of refund of the Caution Money Deposit in full and final settlement of my claim.

[Affix Revenue Stamp, if the amount exceeds `5,000/-]

Signature of the Applicant in full

To Whom It May Concern

This is to certify that the below mentioned student is not the boarder of any hostel.

Name   :

Department   :

Roll No.   :

Phone No.   :

_____   _____

General Secretary/President   Authority Signature

....

To Whom It May Concern

This is to certify that the above mentioned student is clear of all dues from the Students' Association.

Student Welfare Fees Payment Details:

Amount Paid: Date of Payment:

Last Fest Payment Details:

Amount Paid: Date of Payment:

_____

General Secretary/President

Date : ....

Clearance Certificate for the students of B.Tech in Mechanical Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Laboratory		
05.	Mechanical Workshop		
06.	Machine Shop		
07.	Welding Shop		
08.	Smithy Forging Shop		
09.	Sheet Metal Shop		
10.	Carpentry & Pattern Shop		
11.	Molding (Foundry) Shop		
12.	Fitting Shop		
13.	Departmental Library		
14.	Foreman Instructor		
15.	Workshop Superintendent		
16.	Project Guide (s)		
17.	Head of the Department		

Clearance Certificate for the students of M.Tech in Production Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Laboratory		
05.	Workshop		
06.	Workshop		
07.	Workshop		
08.	Workshop		
09.	Departmental Library		
10.	Project Guide (s)		
11.	Head of the Department		

Clearance Certificate for the students of B.Tech in Computer Science and Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Departmental Library		
05.	Project Guide (s)		
06.	Head of the Department		

Clearance Certificate for the students of M.Tech in Computer Science and Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Laboratory		
05.	Departmental Library		
06.	Project Guide (s)		
07.	Head of the Department		

Clearance Certificate for the students of B.Tech in Electronics and Communication Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Departmental Library		
05.	Project Guide (s)		
06.	Head of the Department		

Clearance Certificate for the students of M.Tech in Electronics and Communication Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Laboratory		
05.	Departmental Library		
06.	Project Guide (s)		
07.	Head of the Department		

Clearance Certificate for the students of B.Tech in Information Technology :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Departmental Library		
05.	Project Guide (s)		
06.	Head of the Department		

Clearance Certificate for the students of M.Tech in Information Technology :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Departmental Library		
05.	Project Guide (s)		
06.	Head of the Department		

Clearance Certificate for the students of B.Tech in Electrical Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Departmental Library		
05.	Project Guide (s)		
06.	Head of the Department		

Clearance Certificate for the students of M.Tech in Electrical Engineering :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Departmental Library		
05.	Project Guide (s)		
06.	Head of the Department		

Clearance Certificate for the students of Master of Computer Application :

Sl. No.	Department	Signature of the HOD/Other Officials	Remarks
01.	Laboratory		
02.	Laboratory		
03.	Laboratory		
04.	Departmental Library		
05.	Project Guide (s)		
06.	Head of the Department		