

## Recommendation cum Performance Certificate

(To be filled by the Teacher)

It is recommended that Ms/Mr.....D/o S/o.....(Mother Name) and .....(Father Name), student of the department of..... enrolled in course..... studying in Semester.....having the roll number..... be granted for fee reimbursement for the academic year..... in the light of the following circumstances/reasons:

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.....

It is also certified that Ms/Mr ..... is regular in the classes. Her/his overall performance in the department is .....(Excellent/ Very Good/ Satisfactory).

Date:

.....

Signature of Teacher

Name:

Department:

### **Declaration**

(To be filled by the Student)

I, Ms/Mr.....D/oS/o.....(Mother Name) and.....(Father Name), hereby declare that the information given by me is true and correct to the best of my knowledge and belief. In case any information given proves to be false or incorrect, I shall be responsible for the consequences.

I also declare that I am not taking any emoluments/scholarship/ fellowship from any other source. If I will avail any other emoluments/scholarship/fellowship in the same financial year, then I will communicate the same to the college and liable to repay the total amount of reimbursement to the college.

I also declare that if any information provided by me is found false, my request for fee reimbursement may be rejected at any point of time.

I hereby declare that the attached documents are a true copy of the following original documents.

1. Income Certificate/Income Tax Returns/Income Statements for last financial year of parents (provided by BDO/Tehsildar in case of agriculturist; Employer in case of Employees; Income Tax Officer in case of Businessman; MP/Gazetted Officer/Magistrate in other cases ).
2. Mark sheet of the last examination passed.
3. Medical Certificate of Treatment (if applicable).
4. Death Certificate (if applicable).
5. College Identity Card.
6. Recommendation cum performance certificate from the teacher of respective departments.
7. Bank Details (**Account should be in the name of applicant/student only**; Account Number; IFSC; Copy of the cancelled cheque)

**Remark: Bank Account of Parents/Guardians/others will not be acceptable in any circumstances.**

8. Copy of the Fee Receipt.
9. Other relevant documents.

**Remark: All the copies of the document should be scan copies (color copies).**

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Signature of the Student

Name:

Mob:

email ID: