



CERTIFICATE

*Certified that Mr. / Miss. ....*

*has regularly attended the class from.....(DD/MM/YYYY)*

*to till date and his/ her progress of study is good/ satisfactory.*

*(Office Seal & Signature of the Head of Institution)*

*Place:*

*Date :*

Hostel Approval Certificate

*This is to certify that this Hostel  
..... is attached/  
approved by this institution for the stay of students. The student namely  
..... who is a native of  
Lakshadweep has been residing in this hostel since  
..... for pursuing his/ her studies.*

*(Office Seal & Signature of the Head of Institution)*

*Place:*

*Date :*

STUDENT BANK ACCOUNT DETAILS

1. *Name of Student* :
2. *Name of Institution* :
3. *Course of Study* :
4. *Year of Admission* :
5. *Bank Account No.* :
6. *Name of Bank* :
7. *Branch Name* :
8. *Branch Code* :
9. *IFS Code* :
10. *Category (Minor/ Major)* :

*(Signature of Student)*

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*Forwarded to the Education Officer, Lakshadweep Administration  
Office, Willingdon Island, Kochi-3 for further necessary action.*

*(Office Seal & Signature of the Head of Institution)*

*Place:*

*Date :*

*Certificate for Educational Tour*

*This is to certify that the educational tour conducted by this department of  
.....for the student(s) undergoing  
.....course is an essential part of the course and undertaken on  
recommendation of the Head of the Department/Institution.*

*Also certified that the expenditure shown by the student is actually  
incurred and reasonable. The breakup of actual expenditure furnished as separate  
statement for records.*

*Place:*

*Date :*

*(Office Seal)*

*(PRINCIPAL)*

STATEMENT FOR COLLEGE FEES

*Forwarding herewith the college fee statement of the student/s studying in this institute for the ..... Semester/ Year during the period from ..... to ..... (MM/YY) for the academic year ..... is mentioned herewith.*

<i>Name of the Student &amp; Course of Study</i>	<i>(CAN BE EDITED AS PER NECESSITY)</i>				<i>Paid by Student (Yes/ No)</i>
	<i>Tuition Fee</i>	<i>Special Fee</i>	<i>Exam Fee</i>	<i>Misc. Fee*</i>	
					<i>If 'Yes' attach vouchers in original</i>

*I hereby certify that the amount claimed in this statement is as per the State Government/ Central Government/ University/ Institution approved rate and this amount has not been claimed previously.*

*(Office Seal & Signature of the Head of Institution)*

*\* Item wise break up to be mentioned.*

STATEMENT FOR HOSTEL DUES

Forwarding herewith the hostel fee statement of the student/s studying in this institute for the ..... Semester/ Year during the period from ..... to ..... (MM/YY) for the academic year ..... is mentioned herewith.

<i>Name of the Student &amp; Course of Study</i>	<i>Month Applied (Jan-Dec)</i>	<i>Hostel Rent</i>	<i>Mess Fee</i>	<i>Hostel Misc.</i>	<i>Paid by Student (Yes/ No)</i>
					<i>If 'Yes' attach vouchers in original</i>

*I hereby certify that the amount claimed in this statement is the actual expenses incurred for normal food and hostel rent for the students staying in the hostel and this amount has not been claimed previously.*

*(Seal & Signature of Warden)*

*(Office Seal & Signature of the Head of Institution)*

**BREAK UP DETAILS OF STUDY TOUR ENTITLED BY LAKSHADWEEP STUDENTS**

1.	<i>Student Name</i>		
2.	<i>Course</i>		
3.	<i>Year</i>		
3.	<i>Total No. of students participated in the study Tour</i>		
4.	<i>Mode of Travel</i>		
5.	<i>Period of Tour</i>		
6.	<i>Places visited.</i>		
<b><u>Expenditure details</u></b>			
1.	<i>Accommodation charges for Total No. of Students</i>	₹	<i>Per head - `</i>
2.	<i>Travel charges for Total No. of Students</i>	₹	<i>Per head - `</i>
3.	<i>Food charges for Total No. of Students</i>	₹	<i>Per head - `</i>
<i>Total :</i>		₹	<i>Per head - `</i>
<i>The Expenditure shown above is actually incurred and paid by the student</i>			

Place:

Date:

(Office Seal)

(PRINCIPAL)

(Tour Manager/Coordinator)