

## APPENDIX – IV

### APPLICATION FOR TRANSFER CERTIFICATE (T C)& CONDUCT CERTIFICATE (C C) - FORMAT

1. Name of Pupil :
2. Class Number :
3. Admission Number :
4. Years of study :
5. Residential Address :
6. Whether all fees and other  
dues to the college have been  
paid :
7. Whether the Course is  
completed and appeared for  
University Examination :
8. If so, quote Reg. No. and year :
9. Reason for applying for T.C :
10. Signature of applicant with  
date :
11. Certificate regarding conduct  
from the Faculty/ Tutor of the :

Department

12.Recommendation of the Head

of the Department :

:

Date.....

**FOR OFFICE USE**

Dues Details :

Cashier :

T.C. No. and Date :