Application for Readmission

Date:

To

The Director,
G.H. Raisoni Institute of Engineering & Technology,
Nagpur.

Subject: Request for getting Readmission in……Sem. ……Branch ……. during Academic Year……. odd / Even.

Through: HOD/In charge HOD/Dean……..Department.

Respected Sir,
I, the undersigned, has not completed Academic Year.....odd/Even in ……sem……..branch because of the following reason …….
I wish to take Readmission in_____Sem_____Branch…….
I am ready to pay requisite fees. Kindly allow for the same.

Signature of the Student
Name: _____
Mobile no._____
Enrolment No._____
Student id_____

STEP 1 : HOD/Incharge HOD'S Remark :

The above student has not completed his/her **First/Second/Third Year and 1st /2nd/3rd/4th/5th /6th /7th /8th Semester** in the Academic Year_____ odd/Even Sem in Branch……...Because of the reason……...He/She now want to take Readmission to ……Odd / Even Sem.

He/She is **Recommended / Not Recommended** for taking admission to……Sem

Reason for Recommendation / Not Recommendation

……..

……

…….

Sign of the HOD/Incharge HOD

Department: _____

STEP 2 : Readmission possibility/difficulty status on MIS
Detail Remark…….
……

Signature of MIS Incharge

STEP 3:- Dean Academics
He/ She is eligible/not eligible for taking readmission to ……Sem……..Branch

Remark (if Any): ……..

……

Sign of Dean Academics

STEP 4:- Scholarship Department

Year	Total Applicable Scholarship Amt	Scholarship Status (approved/Pending)	Scholarship Amount Received by College	Remark	Sigh With Stamp
1st					
2nd					
3rd					
4th					

STEP 5 :- Accounts Department: For No Dues/Opening Balance Details:

Fees Outstanding : Rs……
Checked by : Sign……. Seal:
Name : …….

STEP 6: Remark of Registrar Office: ……..

……..

Sign of Registrar

STEP 7: Director's Recommendation:
Recommended/Not Recommended for Readmission for session ……. Sem ……...Branch……. If recommended fee to be charged ……% of tuition Fee.

Signature of Director

STEP 8: Confirmation of Receipt of Payment by Accounts:
Fee paid Rs. ……..on date …… vide Receipt No…….. Fees outstanding (if any) ……..

Signature of Account Officer

STEP 9: Information of student updated on MIS **YES/NO**

Signature of MIS Incharge

STEP 10: Information updated in Student database **YES/NO**

Signature of Student Section

Note: Take a 3 Xerox of signed copy of this letter and submit it to,

Copy to:
1. Registrar Office (Original)
2. Accounts section
3. Department
4. COE Office (for Information)