LOR APPLICATION FORM CUM PROCEDURE

1	**Name of the Student (In capital letter, starting with surname)**	
2	**Address**	
3	**Mobile No.**	
4	**Email ID**	
5	**Year of Admission**	
6	**Whether joined the institute in First Year or Direct Second Year**	
7	**Branch**	
8	**Student ID**	
9	**Currently studying in**	PASSOUT / BE / TE / SE / FE / DROP || YEAR _____
10	**LOR FROM STAFF**	1. 4. 2. 5. 3. 6.
11	**No. of LOR copies required**	
	** For Office Use **	
12	**Amount to be generated**	
13	**Date of Payment**	

PROCEDURE TO FOLLOW:

1. Submit Application form to receptionist along with Xerox copies of LOR with staff signature.
2. Rs. 10/- per copy per letter head will be charges.
3. In response to your request, demand for payment to be paid will be made available in your admission portal. Payment has to be credited through debit card, credit card or by net banking only.
4. Pay the demand generated online and submit the receipt of payment.
5. LOR will be issued within 05 working days after submission of payment receipt.

Student Signature
_____

To be submitted while receiving LOR

LOR received date: _____   **Student Signature:** _____