

Student Reporting Form

(For Students – Term _____ 20__ - __)

Token Number: CTU/____/SRF/_____

Student Details			
Full Name		Regn. Number	
Mobile		Email	
Programme Name		Batch / Year	
Program Type	Diploma []	UG []	PG []
		Doctorate []	Other []
School Name			
Semester		Study Mode	Regular [] Part-time []
Father Name		Mother Name	
Mobile		Mobile	
Home Address			
City		Zip Code	
State		Country	
Student Reporting Proof	Student ID []	Offer Letter []	Acceptance Letter [] Fee Receipt []

Student Reporting Clearances at School Level

A) Documentation Clearance (mandatory) – Student Section				
Requirement	File Reference Number	Is Documentation Complete (Y/N)	Checked By	Signature & Date (Student Section)
Admission Documentation				
B) Facilities (Hostel, Transportation) (as applicable)				
Requirement	Facility Details	Fee Status	Checked By	Signature & Date
Hostel/ Mess	Hostel Room No: _____ Mess / Food : _____			
Transportation (if applicable)	Route: _____ Pickup-point: _____			
C) Accounts Requirements (mandatory) – Accounts				
Requirement	Transaction Reference No. / Fee Paid	Remarks (if/any)	Checked By	Signature & Date
Account Fee Clearance				

Class Coordinator Sign : _____ Name & UID: _____ Dated: _____

Office Use Only

----- School Copy -----

Student Name: _____

Registration No.: _____

Course: _____

Sem: _____ Batch: _____

HoS Sign with Stamp

Class Incharge Sign

----- Student Copy ----- Term _____ - 20__ - __

Clearance Status (tick) : A: []

B: []

C: []

Class Incharge Sign : _____ Regn Number: _____ Dated: _____