



B.P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY
Poddar Vihar: 137, V.I.P. Road, Kolkata – 700 052

Ref. No. BPP/Notice/Dy.Reg./1771/2024

23.07.2024

NOTICE

All B.Tech, M.Tech and MCA 2024 passed out students are hereby notified that it is **mandatory to submit online Clearance Registration form# one-time (using personal email id only) for the refund of Caution deposit** through the following link (also available at our Institute website) within **31st July 2024:**

<https://forms.gle/JA3qwrHHcPhpEw2L9>

The passed out students are advised to check the Qfix portal (link provided below) and clear the due (if any) before submitting the online Clearance Registration Form.

Link for online payment through web portal : <https://apps.eduqfix.com/l/BPPF>

Link for online payment through mobile app: <https://play.google.com/store/apps/details?id=com.qfixinfo.eduqfix>

After registration for clearance the students need to submit the following documents to the Student Affairs cell (Room No.107, A-Block) on or before **14th August 2024 (except SI.No. 2, 3, & 4)**.

1. College Identity Card (original)*
2. Original Cancelled Cheque (mention Name, College Roll No. & Mobile No. at the back side of the cheque) - **Submit at Accounts section**
3. Library cards (original)* and Central Library Books - **Submit at Library**
4. Hard copies of the Projects report (if any) **to the concerned Department** (No. of copies as per Department requirement).
5. Offer Letter (2 copies, if applicable)
6. GATE rank card (2 copies if applicable).
7. Duly filled up BPPIMT Alumni Membership Registration form (https://drive.google.com/file/d/1WFL_OmeyY10bOY2Qy6TG3h1t6jTXztvZ/view?usp=sharing) and copy of alumni membership subscription payment receipt (if already paid) / pay alumni membership subscription charge of Rs.200/- at Student Affairs Cell (**Applicable only for the interested student**).

***In case of lost College Identity Card / Library cards students need to submit copy of General Diary (GD).**

The refund of the caution deposit will be processed only upon clearance of all the dues from the concerned Departments / Sections.

Sd/-

Dr. K. Prabakaran

Dy. Registrar