

SUB: **CORRECT MANNER OF WRITING RESIDENTIAL ADDRESS ON THE ENVELOPES.-REG**

1. Through observation and past experience it has been seen that , the students and their parents have not been writing their residential addresses in the correct manner. Apart from this , they have not also updated the addresses and telephone numbers from time to time . As a result , the official letters sent had been received back undelivered and this causes a lot of inconvenience to one and all.

2. In order to make mends for the above, the correct manner of recording addresses is appended below for the information of all the parents and prospective students. The address to be recorded will be permanent where the parent wants to receive the information about his / her ward.

(a) **When residing in an independent house**

Sri /Smt -----(Parent's name)
Father of / Mother of Mr / Miss----- (Student's name))
House No----- (Municipal door Number)
Street / Area Name
Locality name
City / Town
Mandal(if any)
District And State
Postal pin code
Contact telephone number

(b) **When residing in an Apartmental Flat./ Blocks**

Sri / Smt -----(parent's name)
Father of /Mother of - Mr / Miss----- (Student's name)
Flat Number -----
-----Apartments / Residency / Gardens (Apartment 's name)
Municipal Door Number
Plot Number,
Name of the street /Locality,
City /town
Mandal(if any)
District
State
Postal pin Code
Contact telephone number

(c) **If belonging to a city other than the twin Cities of Hyderabad and Secunderabad and residing with relatives / staying in a**

Hostel-/ independent room. (This is required for office record purpose and will be used as when needed to communicate with the guardian(s).

Sri / Smt -----(name of the relative / warden of the hostel etc)

Guardian of Mr / Miss -----(Name of the Student)

Municipal door number / Flat number

Plot number (if any)

Name of the Hostel/ Apartment, (if residing in an apartment block)

Area /Locality / Street,

City / Town

Mandal(if any)

District

State

Postal pin code

Contact telephone number

From

Address:

Mr/Miss/Mrs/ -----

D/o .Sri/Smt -----

To

The Principal

**Malla Reddy Institute of Engineering and Technology,
Maisamagude,
Secundrabad- 500100.**

**Sub: Undertaking From The Student (S) Admitted To First Year B.Tech, M.Tech
And MBA Under Category 'B' - (30% Management Quota) Seats-Reg.**

Respected Sir(S)/Madam,

1. I have the honour to State ,that I have been admitted to 1st Year of B.Tech/M.Tech/MBA during the AY 2015-16,under Category 'B'/30% Management Quota seats in MRIET
2. I had submitted the original copies of Certificates of all my Qualifying examinations at the time of admission along with migration and equivalency Certificates and all other relevant Documents.
3. I hereby confirm and certify that, to the best of my Knowledge and belief, they all are Genuine and neither "Fake" nor "False". However, I will abide by any decision taken by the Management/Principal of the College , including removal of my name from the Roll of the College, Should it come to light ,at any time during my academic session ,that any or all the Certificates Submitted by me are proved/found to be FLASE or FAKE

Yours Sincerely,

Signature of the Student

Name:

Date:

Class

Roll No: