

Steps for issual of TC and refund when the admission was taken through a virtual centre

The following are the steps for receiving TC/CC and other documents submitted at the Virtual Admission Centres and to get the refund of fees from Model Engineering College.

Step 1

Download and complete the request form available at http://www.mec.ac.in/mec/news_and_events/tc-refund.pdf

Step 2

Submit the form at the Virtual Admission Centre, receive the TC/CC, Transfer slip from KEAM and other documents submitted there. Send the completed form by email to newadmissions@mec.ac.in

Step 3

Send a stamped receipt for receiving the college fee and another stamped receipt for receiving the PTA fee by registered speed post. The stamped receipts may also be submitted in person at the college office. Clearly mention the DUD number for the payment made to the college. The payment will be released to the bank account given as per Step 1 when the stamped receipts are received at the college office.