

# **NO DUES APPLICATION**

(FOR ALL STUDENTS OF BE & ME COURSES)

## **Student Notice**

All the students completing their study program (UG/PG), have to complete the process of No Dues before getting Provisional Degree from Student Section of the Institute.

The format of No Dues Application is given in subsequent pages.

The duly filled application form (both office copy and student copy) is to be submitted in the student section after taking signature of the concerned Faculty/In-charge from the respective department, central library and sports section.

The Caution Money Deposit (CMD) of Rs. 50/-, collected in the fee of Sem-1/Sem-3 (D2D) for UG students and Rs. 200/- for PG students has to be refunded. Student may choose to donate their CMD amount to Student Alumni Association or take it back through electronic bank transfer.

If refund is requested by the student, then correct bank details are to be filled in the application and a xerox copy of first page of passbook with matching details has to be attached with the application. In case of any incorrect or incomplete information, the CMD may not be refunded in time.

After completing the signature and filling the details along with necessary documents, the application has to be submitted in the student section. The provisional degree and student copy of the No Dues application will be given the student for record.

Students are advised to come with adequate time (at least one working day) to complete the No Dues formalities of the Institute and the department, which may have its own "No Dues" procedure and format. For department process, the concerned student section representative of the department or department office may be contacted during office hours.

For any query related to the process, you may contact the student section office.

Student Section Head