

Instructions

For passing out students, there is no need for getting No Dues from following departments/central facilities:

1. Applied Science
2. Workshops
3. Sports Department
4. NCC & NSS
5. Computer Centre
6. Degree Club

The In-charges of these respective departments/central facilities will make a list of students having pending dues and that list will be sent to concerned departments with copy to Accounts Section and Dean Academic. The clerk of that department will not forward No Dues slip of the defaulter students unless they submit supplementary no dues form along-with the general No Dues form after getting dues cleared from concerned central facilities/department.

However if a student discontinues his/her studies or surrenders the seat before completing degree, then he /she has to produce both general as well as supplementary no dues form (from all central facilities/Departments separately). Only then the securities of that student will be released.

The general no dues form and supplementary no dues form formats are given below:-

GURU NANAK DEV ENGG. COLLEGE, LUDHIANA.

(An Autonomous College under UGC Act)

**General No-Dues Form for all students [B.Tech./M.Tech.-AICTE (FT/PT)/ MBA/ MCA]
(to be submitted in triplicate)**

Accounts Branch Copy(____) / Academics Branch Copy (____) / Third Copy- Student (____) (Please tick where applicable).

(Application for Refund of College Security Rs._____, Hostel Security Rs._____)

**Director,
GNDEC, Ludhiana.**

Sir,

I have completed/discontinued my study in the course of **B.Tech./MBA/MCA/M.Tech.-AICTE (FT/PT)**. Therefore I request you to refund my college/hostel security amounting to Rs._____.

Thanking you,

(Signature of student)

Name:_____ Father's Name:_____

Session of Joining:_____ Passing Year:_____ Branch:_____ Class Roll No._____

Uni. Roll No._____ Permanent Address:_____

_____ Mobile:_____ Email._____

(for M.Tech. only)

I have cleared all my Theory papers and completed my Thesis work. Pre-Submission seminar has been conducted on DD/MM/YYYY.
Date of submission of Thesis ___/___/_____.

(Signature of student)

Declaration

I certify that the recommendations/modifications as suggested during pre-submission seminar have been duly incorporated and Similarity Index Report has been attached.

(Signature of Supervisor)

(CERTIFIED THAT THE APPLICANT HAS NO-DUES TO THE COLLEGE)

H.O.D. Concerned Deptt._____

Uni. Extn. Lib._____

Deptt. Library_____

College Library_____

Advisor:_____

Care Taker: _____

(N.A. for M.Tech. courses)

Dean Hostels: _____

Training & Placement Office_____

Secy. S.A.F. (i)_____ ii) _____

Mess Accountant:_____

Record Keeper (_____) to produce I. Card failing in which he/she must give an affidavit regarding loss of I.Card duly attested by Notary Public/Oath Commissioner.

Security Officer (_____) to return of Vehicle Sticker.

College Acctt:_____

Fee Clerk (UG/PG):_____

O/I M.Tech: _____

Academic Clerk (PG) : _____

(for M.Tech. courses only)

(for M.Tech. courses only)

(for office use only)

Ch. No._____, Dt._____ Ch. No. _____Dt. _____ on account of refund of securities.

(Acct. Branch)

**As above nothing is due
(Supdt. Establishment)**

**Signature on revenue stamp
Date_____**

**Director
G.N.D.E.C., Ludhiana.**

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Supplementary No-Dues Form for defaulter students only (to be submitted in triplicate)

Accounts Branch Copy(____) / Academics Branch Copy (____) / Third Copy- Student (____) (Please tick where applicable).

Ref. No._____

Date:_____

Name of Deptt./ Central Facility_____

Students Uni. Roll. No. _____

Name _____

Branch _____

Batch _____

Nature/Amount of dues pending _____

Date of clearing dues _____

The above mentioned student has cleared his/her pending dues. I have no objection for releasing the security and issuing degree to the student.

Signature (In-charge Deptt./ Central Facility)

Official Seal

Note : This form has to be produced by the defaulter student separately for each deptt./central facility where ever his/her dues are pending.