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:-
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:________________________

Student Category (Strike-out which is not applicable) SC Eligible / Not Eligible (Signature of Scholarship dealing hand)
Parents Mobile:______________ Students Mobile No.______________ 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):__________________
0/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
Supplementary No-Dues Form for defaulter students only [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).

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 deppt./central facility where his/her dues are pending.