

APPLICATION FOR NO DUE CERTIFICATE (FOR STUDENTS)

Roll No. : _____ Program : _____
 Name of Student : _____ Specialization : _____
 Year of admission : _____ Date of Birth : _____
 Date of admission : _____ Date of Leaving : _____

Mode of accommodation : Day Scholar Hosteller

Sl.No	Department	Dues/No Dues	Signature with Date	Remarks, if any
1	School Chair			
2	Supervisor/Guide			
3	School Administration			
4	Academics Office			
5	Physical Education			
6	Library			
7	IT			
8	Dean / Associate Dean			
9	Security Desk			
10	Administration			
11	Hostel (Warden/Matron)			
12	Accounts			

Account Details (Attach Copy of bank passbook or cancelled cheque)

Account Holder's Name :
 Account Number :
 Branch :
 IFSC Code :
 PAN Number :

Request for refund of Caution Deposit(CD) and TC/CC

I have completed /discontinued (M.Sc/ M.Tech/ PGDeG/ MBA)course in the year Kindly refund the caution deposit for an amount of Rs..... paid by me at the time of admission after deducting applicable fine amount if any from my CD and kindly issue my Transfer Certificate and Conduct Certificate.

Date:

Signature of student

Fee Payment Details

I have paid total amount of Rs...../- as tuition fees for two year of entire programme. The transaction details of the same as given below.

Semester	Transaction ID	Date	Amount
First Semester			
Second Semester			
Third Semester			
Fourth Semester			

I..... hereby declare that to the best of my knowledge, I have no dues towards the University as on the date of relieve.

Date:

Signature of student

Remarks or pending if any, from the Finance Section against

- a. Caution Deposit Paid :
- b. Tuition Fees Paid :
- c. Applicable Fines:
- d. Eligible Caution Deposit refunded after deducting all fines:
- c. Any other balance dues/fine to be paid by the student:

Signature (Finance)

Recommendation from the Administration

- 1. Mr/Ms..... Roll No..... has completed/ discontinued his/her studies.
- 2. He/she has submitted the no dues certificate to the institute and there are no due to DUK.
- 3. Caution Deposit may be refunded after the deduction of dues if any.

Date:

Deputy Registrar (Admn.)

Recommendation for Transfer & Conduct Certificate

It is to certify that completed /discontinued (M.Sc/ M.Tech/ PGDeG/ MBA)course in the year and during this period his/her character and conduct were

Date:

Signature of School Chair

Advance Receipt (To be furnished by the student)

Received cheque No..... date..... drawn on Canara Bank, Kazhakootam Branch for Rs..... towards refund of caution deposit.

Date:

Signature of students