

APPLICATION FOR NO DUES CERTIFICATE (FOR STUDENTS)

Register No. :
 Name of Student :
 Program :
 Specialization :
 Batch :
 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	Supervisor/ Guide			
2	Physical Education			
3	Library			
4	IT (Hardware & Software)			
5	Administration			
6	School Administration			
7	Academic Office			
8	Dean/Associate Dean			
9	Security Clearance			
10	Accounts			

Bank Account Details of Student

Account Holder's Name :

Account Number :

Branch :

IFSC Code :

PAN Number :

I..... hereby declare that to the best of my knowledge, have no dues towards the institute as on the date of relieve. *(Attach a copy of bank passbook or cancelled cheque)*

Date : Signature of student:

Request for refund of Caution Deposit

From
.....
.....
.....

I have completed /discontinued M.Sc/M.Tech/MBA/Ph.D/PGDeGcourse in the year..... Kindly refund the caution deposit for an amount of Rs..... paid by me at the time of admission.

Date: Signature of student:

Recommendation of the Head of Institution

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: **Registrar**

Advance Receipt (To be furnished by the applicant)

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

Date: Signature of student: