



No.: IIITDMJ/AR(Acad)/2024/10/ 1507

Date: 22nd Oct, 2024

NOTIFICATION

The No Dues clearance process for graduating students is notified as below:

- I. The Academic Office will seek No dues from the following section/ labs over email from the Head / Incharge of the respective section/lab. For students having no dues, the concerned section/ lab will mention remark as "all dues are settled" in the shared sheet. In case of any dues against any student, the same will be mentioned.
 - i. Computer Center
 - ii. Physics Lab
 - iii. Mechatronics Lab
 - iv. Workshop
 - v. Design Studio
 - vi. Alumni Office
 - vii. Placement Cell
- II. The Academic Office will share the list of graduating students will be shared with Indian Bank official for their information.
- III. The revised No Dues form is attached as Annexure I.
- IV. Following offices will be required to sign the No Dues form physically
 1. Library – It is expected that library will ensure thesis updation on Shodhganga portal, for applicable cases.
 2. Discipline Office - It is expected that discipline office will ensure that items issued to the students for different projects/internship/thesis works are properly entered in the stock register and are returned by the students after completion of the work/project. Accordingly, each discipline should maintain year-wise issue/return record of each student, which should be settled before the commencement of the next academic session. The records should also indicate to whom the unused items/ready project has been submitted. The discipline office will ensure dues clearance for the following before signing no dues form:
 - i. No dues in any labs of their discipline
 - ii. Project work (ready) and unused components/items returned, and its record/availability is maintained
 - iii. Any other dues pertaining to their office
 3. DSA Office - The DSA office will ensure dues clearance for the following before signing no dues form:
 - i. Return of ID card
 - ii. Student Gymkhana- DSA office
 - iii. Hostel
 - iv. Any other dues pertaining to their office
 4. Mess
 5. Thesis supervisor (For PG students only)
 6. Account Office - Account office will ensure that
 - i. The student has paid fees for all the semesters
 - ii. No advance is pending against the student
 - iii. Any other due
 7. Academic Office - The Academic office will ensure the following before signing no dues form:
 - i. Whether student has completed the minimum program requirements
 - ii. Hindi Name Checking
 - iii. Any other dues pertaining to their office.

- Copy To :
1. Directorate Office
 2. All Heads/ Deans
 3. All Concerned
 4. Notification file


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