



# राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

**NATIONAL INSTITUTE OF TECHNOLOGY DELHI**

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the Aegis of Ministry of HRD, Govt. of India)

सेक्टर-७, इन्स्टिटूशनल एरिया, नरेला, दिल्ली-११००४०, भारत/Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

दूरभाष/Tele: +9111-27787500-503, फैक्स/ Fax: +9111-27787503

वेबसाइट/Website: [www.nitdelhi.ac.in](http://www.nitdelhi.ac.in)

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## **Subject: Modified No Dues Clearance Procedure for Final Year/ Withdrawal Students**

All final year students or students who want to withdraw, are hereby informed to complete the process of dues clearance form Department(s) /Library/Hostel/Hostel Mess/ Sports Section etc. **on or before of last date of end semester examination (according to Academic Calendar)** under any circumstances, before leaving the Institute.

The dues have to be cleared starting from top to bottom as per the format attached.

Students are required to take signature from serial number 1-22 and then collectively submit (class wise) the forms in Academics Section (For UG students)/ R&C section (for PG and Ph. D students).

Signature of concerns of serial number 23-25 will be done by the academics/ R&C section after declaration of final result and then refund process will be initiated accordingly.



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### No Dues Application Form (For PG/ Ph. D Students Only)

Mr. /Ms. \_\_\_\_\_ Roll no. \_\_\_\_\_ Department \_\_\_\_\_ admitted in the institute in year \_\_\_\_\_ has completed the requirement of M. Tech / Ph. D in the year \_\_\_\_\_ or withdrawal in the year \_\_\_\_\_.

All Deans/Head of the Departments/Centres/Offices/Branches In-charge are requested to intimate this office if anything is due against him/her.

**\* Students have to receive following signatures from Serial no. 1 onwards.**

S. No.	Name of the Departments/Centres/Offices	Signature
1.	Research and Consultancy Section	
2.	Head, Dept. of Computer Science & Engineering	
3.	Head, Dept. of Electronics & Communication Engineering	
4.	Head, Dept. of Electrical & Electronics Engineering	
5.	Head, Dept. of Mechanical Engineering	
6.	Head, Dept. of Applied Sciences	
7.	Student Activity and Sports Officer (SASO)	
8.	Head, Computer Centre	
9.	Library	
10.	Hostel Warden (Boys) (If Applicable)	
11.	Hostel Warden (Girls) (If Applicable)	
12.	Boys Hostel (Mess-1) (If Applicable)	
13.	Boys Hostel (Mess-2) (If Applicable)	
14.	Girls Hostel (Mess-3) (If Applicable)	
15.	Mess Canteen	
16.	Chief Warden	
17.	Training & Placement Cell	
18.	Consultant (E & P)	
19.	Caretaker	
20.	Dhobi	
21.	Dean, Students Welfare (I/c)	
22.	Dean, Academic (I/c)	
23.	Controller of Examination (COE)	
24.	Dean, Research and Consultancy (I/c)	
25.	Superintendent (Accounts)	



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**Note:** The Original copy of no dues clearance form has to be submitted in Research and Consultancy Office.

**Date:**

**(Student's Signature)**

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**For use of Research and Consultancy Office only**

**Date of Receipt:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

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