



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Technology Guwahati
 Guwahati - 781 039

NO DUES CERTIFICATE FOR STUDENTS

Roll No										Contact No									
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Name																		
Academic Division (Dept. / School / Centre)																		
IITG Email ID	@iitg.ac.in						Alternate Email ID											
Hostel Name													Room No					
Canara/SBI A/C No																		
IFSC Code																		

There are no dues against the student:

1.	Clearance from Laboratories/Department:																			
		Lab 1			Lab 2			Lab 3			Dept. Library						HOD			
	Signature																			
	(If the student has supervisors from two departments, separate clearance from both the departments is required)																			
2.	Whether one bound copy and an electronic copy of the thesis/dissertation submitted to the department:																			
																		Department office		
3.	Clearance from Supervisor/Guide:																			
																		Supervisor/Guide		
4.	Clearance from Library:																			
For PhD. Student: Produce a photostat copy of Form-26, signed & stamped by Assistant/Deputy Registrar, Academic Affairs Section																		Librarian/Dy Librarian/Asst. Librarian		
5.	From Computer Centre:																			
																		HoC (Computer Centre)		

6.	From Mechanical Workshop:	_____
		Workshop Superintendent/Asst. Workshop Superintendent
7.	From Students' Affairs:	
	(a) Clearance from Hostel (In case of boarder): I. Room Rent (for MSH only): Paid / Not Paid, (If Paid, Enclose Receipt) II. Electricity Bill (for MSH only): Paid / Not Paid, (If Paid, Enclose Receipt) (for refund of Caution money deposit) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%; text-align: center;"> _____ Hostel Office </div> <div style="width: 45%; text-align: center;"> _____ Warden </div> </div> <p>Or (In case of day scholar) The student is not a boarder of Institute Hostel.</p> <div style="text-align: right; margin-top: 10px;"> _____ Joint / Deputy / Asst. Registrar (Students' Affairs) </div>	
	(b) Clearance from Sports Office:	_____
		Sports Office
	(c) Clearance from New SAC Office:	_____
		New SAC Office
	Clearance from Students' Affairs subject to clearance from 7(a), 7(b) and 7(c) above: <div style="text-align: right; margin-top: 10px;"> _____ Joint /Deputy /Asst. Registrar (Students' Affairs) </div>	
8.	Other (if any) clearance from Finance & Accounts:	_____
		Joint / Deputy / Asst. Registrar (Finance & Accounts)
9.	Clearance from QIP Cell (For Students admitted under QIP Programme)	_____
		QIP Coordinator
10.	Clearance from Alumni & External Relations (For International Students Only):	_____
		Joint / Deputy / Asst. Registrar (Alumni & External Relations)
Declaration: I do not have any other dues from any other section.		
Date: _____		_____ (Signature of the student)
<u>For Academic Courses / Research Office</u>		
Whether s/he has completed all the courses: Course completion certificate may be issued: Soft Copy of Final thesis and Short Abstract received at Academic Affairs (for PhD. Students)		
<u>Dealing Assistant:</u> _____		
_____ HoS (Academic Courses / Research)		

P.S. In exceptional cases, because of unavoidable reasons, if a student is unable to personally collect "No Dues Clearance" on his /her own, s/he may authorize someone to collect the same on his/her behalf. However, in that case, the authorized person will be required to produce/attach adequate proof of authorization, such as, authorization letter/e-mail.