

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी, गुवाहाटी-781 039, असम, भारत Indian Institute of Technology Guwahati, Guwahati-781 039, Assam, India.

दिनांक/Date: 04-05-2023

संदर्भ/Ref: IITG/Acad./25th Convo/2023/**10501**

सूचना/NOTICE

This notice regarding dues clearance is meant exclusively for all concerned Final Year BTech/BDes 2019 & earlier batch of students, MA/MSc/MTech/MDes/MSR 2021 and & earlier batch of students and PhD students who are likely to get their degrees in the upcoming 25th Convocation of the Institute.

All these concerned students are **COMPULSORILY** required to abide by the following so that they can be handed over their degrees in the 25th Convocation subject to successful completion of academic requirements for their respective degrees.

- 1. Fill up the No Dues form [Gen/03] as available in <u>https://iitg.ac.in/acad/forms/common/nodues2023.pdf</u>
- 2. Get dues clearance signature from the concerned offices as specified in the form.
- Submit the above said duly filled up and signed form in the earmarked drop box kept at the entrance of the Academic Affairs Section latest by 22 May, 2023 (Monday).

Please Note: Graduating students will not be handed over the original degree and transcript if they fail to submit the aforesaid No Dues Form.

Information regarding participation in the Convocation will be circulated separately in due course of time.



Subhojit Choudlug

Dr. Subhajit Choudhury Assistant Registrar & HoS Academic Affairs



NO DUES CERTIFICATE FOR STUDENTS

Roll No						
Name						
Department						
Contact No						
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 department 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 L	.ibrary:				
		Produce a photostat copy of Form-26, signed &				
5.	From Computer C	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)					
	Hostel Office	Warden				
	Or					
	(In case of day scholar) The student is not a boarder of Institute Hostel.					
	_	Joint / Deputy / Asst. Registrar (Students' Affairs)				
	(b) Clearance from Sports Office: Sports Office					
	Clearance from Students' Affairs subject to clearance from 7(a) and 7(b) above:					
		Joint /Deputy /Asst. Registrar (Students' Affairs)				
8.	Other (if any) clearance from Finance & Accounts:					
	Ju	pint / 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 / De	puty / Asst. Registrar (Alumni & External Relations)				
Declaration: I do not have any other dues from any other section.						
Date	e:	(Signature of the student)				
For Academic Affairs Office						
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)						
Dealing Assistant:						
		AR/DR/JR (Academic Affairs)				

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.