



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

**No DUES CERTIFICATE FOR STUDENTS**

Roll No						
Name						
Department						
Contact No						
Email ID						
Hostel Name			Room No			
Canara/SBI A/C No						
IFSC Code						
<b>There are no dues against the student:</b>						
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:					
					_____	
					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:
	<p>(a) Clearance from Hostel (In case of boarder):</p> <p>I. Room Rent (for MSH only): <b>Paid/ Not Paid, (If Paid, Enclose Receipt)</b></p> <p>II. Electricity Bill (for MSH only): <b>Paid/ Not Paid, (If Paid, Enclose Receipt)</b>            (for refund of Caution money deposit)</p> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-around;"><span>Hostel Office</span><span>Warden</span></p> <p><b>Or</b></p> <p>(In case of day scholar)</p> <p>The student is not a boarder of Institute Hostel.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Joint / Deputy / Asst. Registrar (Students' Affairs)</p>
	<p>(b) Clearance from Sports Office:</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Sports Office</p>
	<p>Clearance from Students' Affairs subject to clearance from 7(a) and 7(b) above:</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Joint/Deputy /Asst. Registrar (Students' Affairs)</p>
8.	<p>Other (if any) clearance from Finance &amp; Accounts:</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Joint / Deputy / Asst. Registrar (Finance &amp; Accounts)</p>
9.	<p>Clearance from QIP Cell (For Students admitted under QIP Programme)</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">QIP Coordinator</p>
<p><b>Declaration: I do not have any other dues from any other section.</b></p> <p><b>Date:</b> _____ <b>(Signature of the student)</b></p>	
<p style="text-align: center;"><b><u>For Academic Affairs Office</u></b></p> <p>Whether s/he has completed all the courses:          Course completion certificate maybe issued:          Soft Copy of Final thesis and Short Abstract          received at Academic Affairs <b>(for PhD. Students)</b></p> <p><b><u>Dealing Assistant:</u></b> _____</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">HOS (Academic Affairs)</p>	

**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.