



G L BAJAJ GROUP OF INSTITUTIONS
MATHURA (UTTAR PRADESH)

[To take printout over the leaf i.e. back side]

Instructions:

- Position Bearer(s) mentioned at Sr. No. 1 to 10 is/are requested to check their inventory/stock register/records carefully, before giving clearance.
- To mention fine/penalty, if any, under Section (B).

1	Library	<ul style="list-style-type: none">• Return of Books, if any
2	Hostel	<ul style="list-style-type: none">• Proper return of furniture/fixture and other items issued• Check-out from the allotted rooms
3	Office	<ul style="list-style-type: none">• Return of Student Id-Card• Return of Bus-Pass, if applicable.• Submission of recently taken Colour Photograph (PP Size)
4	System Administrator	<ul style="list-style-type: none">• Return of computer and other peripherals, if any• Termination of Internet Access
5	Alumni Cell	<ul style="list-style-type: none">• Completion of Online Registration as Alumni.
6	Sports Officer	<ul style="list-style-type: none">• Return of Sports Item, if any.• Return of Gym accessory, if any.• Return of running Trophy, if any.
7	T&P Cell	<ul style="list-style-type: none">• A copy of placement records (like Offer Letter, Appointment Letter, ect.) is/are obtained.
8	Chief Proctor	<ul style="list-style-type: none">• As suitable
9	Head of the Department	<ul style="list-style-type: none">• No liability of any laboratory• Submission of Project Report of Final Year• Participation in Exit Survey
10	Dean-Student Welfare	<ul style="list-style-type: none">• A copy Certificate/Paper/Document of other achievement as student of the institute
11	Account Section	<ul style="list-style-type: none">• Ensure NO financial dues/liability with student.

Note:

1. After obtaining clearance from Sr. 1 to 11, this form needs to submit at **Counter-1** in Office for final approval from the Registrar.
2. Caution Money, if any, shall be refunded after submitting of a Copy of Degree Certificate at Counter-1 by the student.