



G L BAJAJ GROUP OF INSTITUTIONS, MATHURA

Form No. _____
(For Office Use Only)

NO-DUES FORM FOR FINAL YEAR STUDENTS

Name of Student: _____

Admission No. : _____

Father's Name : _____

Course : _____

Branch : _____

Mobile No: _____

Email Id: _____

Note: To be filled in sequence and in neat & legible handwriting.

Section (A)

S No	Section	Status of Dues/No-Dues	Name of Position Bearer	Signature of Authority with Date #
1	Library			
2	Hostel			
3	Office			
4	System Administrator			
5	Alumni Cell			
6	Sports Officer			
7	T&P Cell			
8	Chief Proctor			
9	Head of the Department			
10	Dean-Student Welfare			

After ensuring instructions as mentioned overleaf.

Section (B)

Particular of Dues to be recovered, if any	Amount (₹)	Remarks	Sign of Auth. (Dues imposed by whom)
11	Accounts Section		

Date: ___/___/___

(Sign. of Student)

REGISTRAR



G L BAJAJ GROUP OF INSTITUTIONS, MATHURA

[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**
 - Return of Books, if any
 2. **Hostel**
 - Proper return of furniture/fixture and other items issued
 - Check-out from the allotted rooms
 3. **Office**
 - Return of Student Id-Card
 - Return of Bus-Pass, if applicable.
 - Submission of recently taken Colour Photograph (PP Size)
 4. **System Administrator**
 - Return of computer and other peripherals, if any
 - Termination of Internet Access
 5. **Alumni Cell**
 - Completion of Online Registration as Alumni.
 6. **Sports Officer**
 - Return of Sports Item, if any.
 - Return of Gym accessory, if any.
 - Return of running Trophy, if any.
 7. **T&P Cell**
 - A copy of placement records (like Offer Letter, Appointment Letter, ect.) is/are obtained.
 8. **Chief Proctor**
 - As suitable
 9. **Head of the Department**
 - No liability of any laboratory
 - Submission of Project Report of Final Year
 - Participation in Exit Survey
 10. **Dean-Student Welfare**
 - A copy Certificate/Paper/Document of other achievement as student of the institute
 11. **Account Section**
 - Ensure NO financial dues/liability with student.

Note: After obtaining clearance from Sr. 1 to 11, this form needs to submit at **Counter-1** in Office for final approval from the Registrar.