

DUES CLEARANCE CERTIFICATE



Regn No _____

Name _____

Degree Program _____ (UG/MS/PhD)

Entry _____

Dept _____

DECLARATION:

- I have applied for Summer Semester.
- It is certified that I have cleared all Fee /dues and there is no financial liability outstanding against me.

Date: _____

Student's Signature: _____

- It is certified that there are no outstanding dues against the a/m student.

Date: _____

Fee Section Signature and Stamp: _____

Respective HoD Signature with Date

Note

1. This certificate is to be submitted along with Summer Semester Registration Form.
2. This certificate will remain valid only for 5 days after the signature of Fee Section.

Process for Fee/Dues Clearance Before Summer Semester

1. Student will download clearance form for Registration of Summer Semester from SMME web portal (Download Section) and print 3 x copies.
2. Student will visit School Accounts Section for necessary endorsement / clearance. If all the dues are paid then Accounts Section will sign the form. AD Accounts will apply the official stamp on the certificate.
3. After necessary clearance from Accounts section, accounts section will retain 01 x copy and handover 2 x copies to the student. Student will submit 02 x copies in his/her department.
4. Department will retain 01 x copy and forward 01 x copy to Exam Branch SMME along with Summer Registration Proforma.
5. Exam Br will place the clearance certificate in student's dossier for record.