

Process for Fee/Dues Clearance Before MS/PhD Degree

1. Student will download clearance form for defence 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 TH3 form in case of MS students and Final Defence request letter for PhD students.
5. Exam Br will place the clearance certificate in student's dossier for record.