

Dated: 16.08.2023

NOTICE

Subject: Issuance of Provisional Degree, 7th and Consolidated Marks Sheet.

1. This is to inform that the Provisional Degree, Consolidated Marks Sheet of the students passed out in the year 2023(Batch 2019-2023) can be collected from the Admn. Deptt. on all working days with effect from 17.08.2023 to 31.08.2023.
2. 7th Semester Marks Sheet can be collected from the concerned proctors.
3. The aforesaid documents will only be issued on producing No Dues Certificate duly signed by all concerned. No Dues Form finally will be submitted to Reception for further releasing of Security Money amount of Rs. 5,000/-
4. No Dues Form is attached.


(Dr. Ranjit Singh)
Director

Copy to:-

1. All HODs
2. All Faculty for circulation to the concerned students
3. Institute Website
4. Notice Boards
5. Accounts Deptt.
6. Ms.Arvider Kaur

Maharaja Surajmal Institute of Technology

NO DUES FORM

(Required for Consolidated Mark sheet, Provisional degree, Degree and Security Money)

Director
Maharaja Surajmal Institute of Technology
C-4 Janak Puri, New Delhi
Sir,

_____ son/daughter of _____ who was a
student of _____ Enrolment no. _____ Session _____.

It is, therefore requested that the Caution Money of Rs. 5000/- deposited by me at the time of admission be refunded to me. The required No Dues Certificate from all concerned is appended below.

Unique ID of the Student : _____
(Fill as ECE/Enroll. No/Year of passing, e.g. ECE/00115002819/2023)

Contact no. of Student _____
Postal Address of student (IN CAPITAL LETTERS)

Signature with Name of student
Date: _____

_____ Pin Code _____

NO DUES CERTIFICATE

Authority	Remarks (No Dues / Pending Dues)	Sign
Proctor (After entry in the link below)		
Library		
Book Bank		
HOD		
Hostel Warden		
Mess Incharge		
Office (Admn.)		
Placement Cell		

Link for student record entry: <https://bit.ly/3hxNLfA>

Note :

1. HOD, Proctor and Placement cell must ensure the correctness and completeness of the record entered by the student.
2. Proctor shall collect the proof of placement / higher studies from the student.
3. HOD must also ensure the correctness of Unique ID of the student.

Accountant shall verify the Deposit & refund the security if all the dues, if any stand cleared.

DIRECTOR

Encl: REQUIRED DOCUMENTS
1 ORIGINAL FEE SLIP (1ST YEAR)

2. ORIGINAL IDENTIFY CARD OF COLLEGE
3. IN CASE, THE ORIGINAL RECEIPT OF THE CAUTION MONEY OR I.D. CARD IS MISPLACED SOMEWHERE, THE MATTER SHOULD BE WRITTEN IN A STAMP PAPER OF RS. 10/- AND THE SAME MUST BE CERTIFIED BY A NOTARY PUBLIC.