

## APPLICATION FOR NO DUES CERTIFICATE

To,  
The Director  
Sushila Devi Bansal College of Technology  
Umariya, A.B. Road, Indore



Sir,

1. My personal Particulars are:

Name: ..... S/o D/o .....

Course/Branch MCA/BE (CS/IT/EC/ME) MBA:(Finance/HR/Marketing) Category: (UR/SC/ST/OBC)

Admitted in the academic Year ..... Enrollment No: .....

Permanent Address: .....

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City. State ..... Pin .....

Telephone No with STD Code ..... Mobile No .....

Email .....

2. I am leaving the college on completion of my degree/without completion of the course.

3. Certified that I have paid all the dues to the college and have nothing outstanding to pay or deposit any item/document/book to my department or any other department/section of the College

4. Please issue no dues Certificate.

Yours Faithfully,

Placement Details: .....

### Student Signature & Date

VERIFICATION OF DUES			
Sr.	Department	Dues if any	Signature of HOD
1	Computer Science		
2	Electronics & Telecommunication		
3	Information Technology		
4	Civil Engineering		
5	Mechanical Engineering		
6	Humanity & Science (Maths)		
7	Humanity & Science (Physics)		
8	Humanity & Science (Chemistry)		
9	M.B.A		
10	M.C.A		
11	Computer Centre		
12	Library		
13	Stores		
14	Account Section		
15	Sports Section		
16	Canteen		
17	ID		

### **IMPORTANT INSTRUCTION**

Please enclose following document with this application.

1. Original student ID card

(If ID Card lost, then payment receipt of Rs.25/- to Account Section.)

2. Original Caution Money Receipt (If lost, then Affidavit)

3. Photocopies of all semester mark sheet.

4. Photocopy of the page of bank pass book, where all the details of your account

(a/c no., branch code etc.) are printed.

**HOD  
Parent Deptt.**

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