

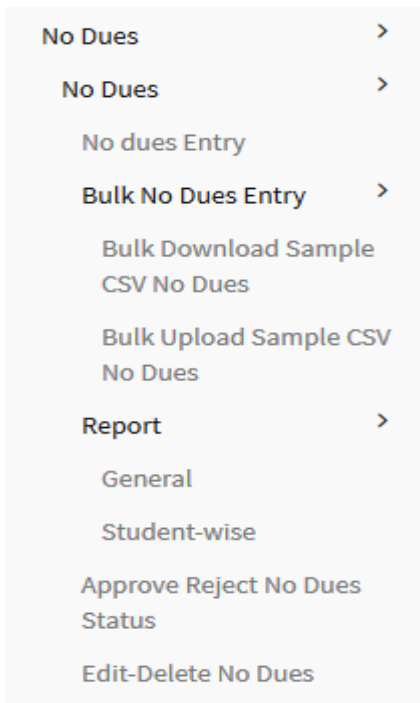
**No Dues Manual for Head of Departments/Library/ Computer Centre/ NCC/ Sport Section/
Workshop/ DSW Section/ Academic and Examination Section**

Instructions:

1. All the No Dues will be issued online.
2. No Dues will be done semester-wise. A link will be activated from the Office of Dean Student Welfare for uploading the dues and the time duration for the same will be communicated.
3. The Ph.D. students/ a student leaving course in the mid of session, will send request for No Dues through link available in MIS. A link will be activated from the Office of Dean Student Welfare for uploading the dues. Link will be active only for SEVEN days.
4. In case dues details for a student are not uploaded within the stipulated time, it will be assumed that there are NO DUES against the student.

A. Dues assignment to Individual student

1. The menu options provided are as follows:



2. To enter the no dues use the following window [Use No Dues > No Dues> Dues Entry].

A screenshot of a web form titled 'Dues Information'. The form has several input fields and buttons. At the top, there are three dropdown menus for 'Course', 'Semester', and 'Department'. Below these are two buttons: 'Get Student List' and 'Get Student Details'. The 'Get Student Details' button is next to a 'Select Admission Number' dropdown. Below this is a blue bar with the text 'No Dues'. Underneath, there are five input fields with labels: 'Name', 'Admission No.', 'Course', 'Semester', and 'Department'. To the right of these fields is a silhouette icon of a person's head and shoulders.

3. In No Dues Entry, it is required to select course, semester and department to get the student list. Select the student against whom the dues are required to be assigned.
4. Select the Due Types which have been mapped by the Admin. Please note that the Dues amount should be greater than 1. One can add more items such that multiple dues based on different due types can be assigned to the student.

The image shows two parts of a web interface. The top part, titled 'No Dues', contains a form with five input fields: 'Name*' (Enter Name), 'Admission No.*' (Enter Admn No.), 'Course*' (Enter Course Name), 'Semester*' (Enter Semester), and 'Department*' (Enter Date of Entry in Hostel). To the right of these fields is a placeholder for a student's profile picture. The bottom part, titled 'Enter No Dues', contains a form with four input fields: 'Select Due Type*' (a dropdown menu with '--Select--'), 'Due Amount*' (a text input field with a red error message below it: '(Please enter a Numeric value greater than 1)'), 'Due List*' (a text input field), and 'Remark*' (a text input field). There is an 'Add More Items' button to the right of the 'Remark*' field and a 'Submit' button at the bottom center.

B. Dues assignment in Bulk

1. Download the CSV file by selecting the course, semester, and department [Use No Dues > No Dues > Bulk No Dues Entry > Bulk Download Sample CSV No Dues].

The image shows a web interface titled 'Bulk Download Sample CSV'. It contains four dropdown menus: 'Course' (with 'Select' as the current selection), 'Semester' (with 'select value' as the current selection), 'department' (with 'Mechanical Engineering' as the current selection), and 'Due Type' (with '-- Select Due Type --' as the current selection). Below these dropdowns is a blue button labeled 'Download the sample CSV'.

2. The downloaded CSV file would be similar to the one as provided in the image below. Here the dues assigning department is required to assign the due amount, due list and remarks before uploading the CSV.

Please Note:

- Do not change any of the pre-filled fields such as Admn_no , session year, imposed_ from
- Please do not enter 0 in due amount.
- Delete the admission number against which there are no dues.

A	B	C	D	E	F
admn_no	session_year	imposed_from	due_amt	due_list	remarks
18JE0808	2020-2021	lib			
18JE0823	2020-2021	lib			
18JE0830	2020-2021	lib			
18JE0845	2020-2021	lib			
18JE0849	2020-2021	lib			
18JE0852	2020-2021	lib			
18JE0857	2020-2021	lib			
18JE0863	2020-2021	lib			
18JE0870	2020-2021	lib			
18JE0884	2020-2021	lib			

3. Upload the CSV file on the link shown in the below image. Here dues assigning department is required to select the same course, semester, department, due types.
 [Use No Dues > No Dues > Bulk No Dues Entry > Bulk Upload Sample CSV No Dues.]

C. Approve and Reject the dues

- In the Image below, the details of dues can be viewed.
 - In Pending Dues, it consists of the list of all dues which were assigned against the students and the students have also submitted the receipt against the students but the receipt dues has neither been approved nor rejected by the HOD yet.
 - In Approved Dues, it consists of list of all dues which has been approved by HOD.
 - In Rejected Dues, it consists of list of all dues which has been rejected by HOD.

[Use No Dues > No Dues > Approve Reject No Dues Status]

Approve Reject No Dues

No Dues Pending Dues Approved Dues Rejected Dues

No Dues

Show 50 entries Search:

Sl. no	Admission No.	Student Department	Imposed From	Due Amount	Due List	Remarks	Status
1	18je0007	Mechanical Engineering	Library	100	book not returned	book not returned	No Action
2	18JE0057	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
3	18je0060	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
4	18JE0063	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
5	18JE0095	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
6	18JE0057	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
7	18je0060	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
8	18JE0063	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
9	18JE0095	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
10	18JE0095	Mechanical Engineering	Library	800	lib card	library card not returned	No Action
11	18JE0057	Mechanical Engineering	Library	800	lib card	library card not returned	No Action

- Through the links in the below image, one can edit or delete those dues, which are not yet paid by the students.

Edit Delete No Dues List View

No Dues

Show 50 entries Search:

Sl. no	Admission No.	Student Department	Imposed From	Due Amount	Due List	Remarks	Actions
1	18je0007	Mechanical Engineering	Library	100	book not returned	book not returned	Edit Delete
2	18JE0057	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
3	18je0060	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
4	18JE0063	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
5	18JE0095	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
6	18JE0057	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
7	18je0060	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
8	18JE0063	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
9	18JE0095	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete
10	18JE0095	Mechanical Engineering	Library	800	lib card	library card not returned	Edit Delete

D. Report of Dues:

1. Student-Wise Dues report

To find such report, please enter the admission number, against whom the total submission of total dues, current, pending and approved dues are required to be viewed [Use No Dues > No Dues >Report>Student-wise].

2. General Dues

Here in the Image below, under general student report, the submission of all total dues, current dues, pending dues and approved will be displayed. The report can be downloaded in the form of Excel/PDF [Use No Dues > No Dues >Report>General]

General Student Report

Total Dues Amount: **Rs.2967** Current Dues Amount: **Rs.1724** Pending Dues Amount: **Rs.510** Approved Dues Amount: **Rs.1123**

Total All Dues

[Export as Excel](#) [Export as PDF](#)

Search:

Sr.No	Admission No.	Student Name	Library(In Rs.)	National Credit Corps(In Rs.)	Total All Dues(In Rs.)	View Details
1	18je0250	CHINNA THOTI SRINIBH	3000	0	3000	View Details
2	18je0003	Aachal Shivaji Dhole	0	2654	2654	View Details
3	18je0032	ABHESHEK RESHU	1300	0	1300	View Details
4	18je0007	AARYUSH NARWARY	900	0	900	View Details
5	18je0020	abhishhek anand	800	0	800	View Details
6	18je0030	Abhishhek Mohanpuria	800	0	800	View Details
7	18je0038	ADITYA RAJ	800	0	800	View Details
8	18je0057	AKASH DAS	2400	0	2400	View Details