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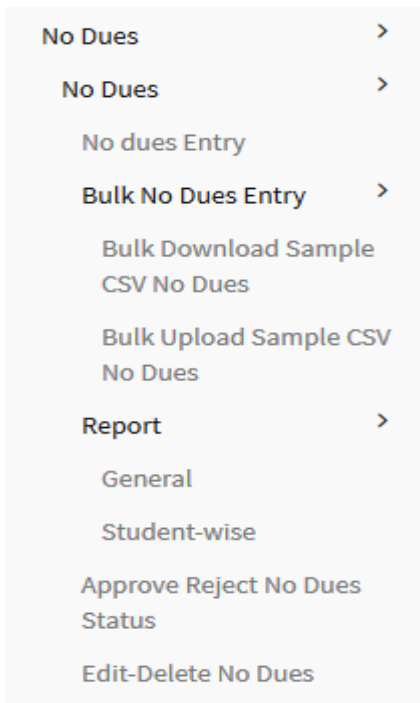
2. To enter the no dues use the following window [Use No Dues > No Dues> Dues Entry].

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.

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].

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.]

Bulk Upload Sample CSV

Course
Select

Semester
select value

Student department
Mechanical Engineering

Due Type
-- Select Due Type --

Upload No Dues(Only csv.)
Browse... No file selected.

Upload the sample CSV

Department*
Enter Date of Entry in Hostel

C. Approve and Reject the dues

1. 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]

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

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 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 SRIHARI	3000	0	3000	View Details
2	19je0003	Aachal Shivaji Dhole	0	2654	2654	View Details
3	18je0032	ABHISHEK RISHI	1300	0	1300	View Details
4	18je0007	AAYUSH NARWAY	900	0	900	View Details
5	18je0020	abhishek anand	800	0	800	View Details
6	18je0030	Abhishek Mohanpuria	800	0	800	View Details
7	18je0038	ADITYA RAJ	800	0	800	View Details
8	18je0057	AKASH DAS	2400	0	2400	View Details