

## Student's Manual for No Dues

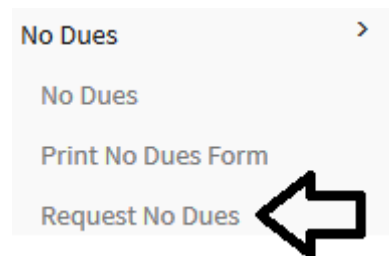
### Instructions:

1. All the No Dues will be issued online.
2. No Dues will be done semester-wise automatically.
3. Dues details can be found at the link **No Dues** available in the MIS.
4. After making the payment for dues, the student will submit the details and upload the receipt of the payment.
5. Physical registration for next semester will be done only after clearance of dues, if any.

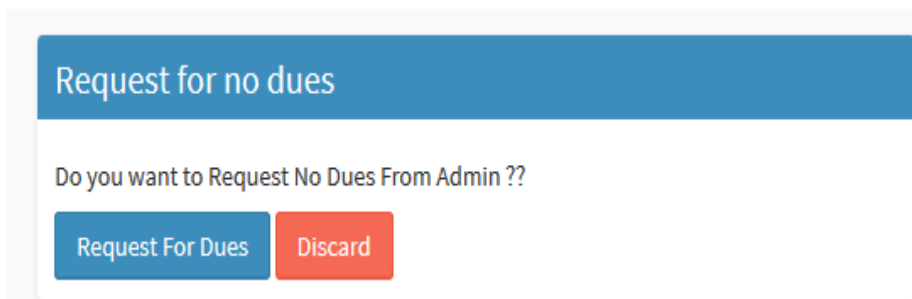
### Procedure for No Dues at the time of leaving the Institute.

#### A. For Ph.D. students:

- The student is required to login to MIS using the required username and password.
- The student is required to navigate to Request No Dues as below.



- To Request for No Dues, student is displayed a view as shown below :



- From here the student can either click: Request For Dues (if they want to send Dues Request to Admin) or Discard (if no dues request is required to be sent) as accordingly.
- Vacate the hostel by handing over the room to hostel administration and sign on the Room Inventory Form.

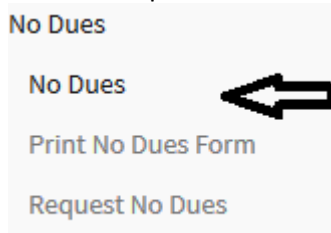
#### B. For students leaving the course in the mid-Session: Same as for Ph.D. students.

#### C. For Other students:

1. Vacate the hostel by handing over the room to hostel administration and sign on the Room Inventory Form.
2. No Dues will be issued automatically.

**In case a student has dues**, the followings are to be done.

1. For students under A and B, the student can see the dues details after 7days from the day of No Dues request.



Following will appear.

The screenshot shows a user interface for checking dues. At the top, there are four buttons: "No Pending Dues !!", "Display All Dues", "Display Other Dues", and "Display Hostel Dues". Below these is a section titled "Other Dues" with tabs for "Current Dues", "Pending dues", "Approved dues", and "Rejected dues". The "Current Dues" tab is active, showing a table with columns: Department, Due Imposing Department, Session, Due Amount, Due list, Remarks, Status, and Action. The table is empty with the message "No data available in table".

Below the "Other Dues" section is a section titled "Hostel Dues" with tabs for "Current Dues", "Pending Dues", "Approved Dues", and "Rejected Dues". The "Current Dues" tab is active, showing a table with columns: Select All, Sr. no, HsDetailId for reference, Admission No, Hostel Name, Room No, Item Description, Item Quantity, Due Amount, Remarks, and Status. The table is empty with the message "No data available in table". Below the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons. An "Upload Receipt" button is located at the bottom of the "Hostel Dues" section.

2. Please upload the payment receipt, which will be verified by the authorities and No dues will be issued.

**If a student has No Dues**, nothing to worry.