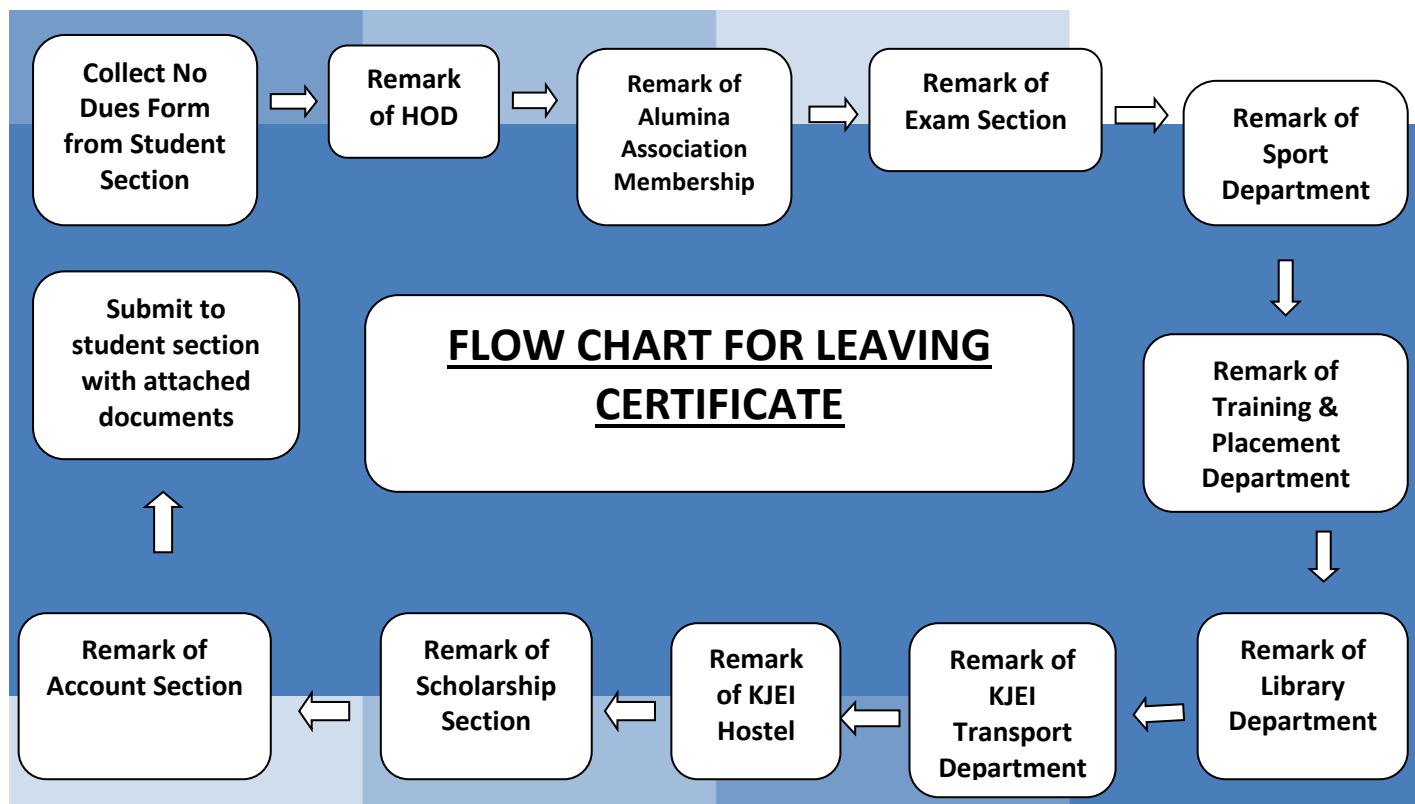




Flow Chart for Pass out Student Leaving Certificate



Attached following Documents with No Dues Form

1. Handwritten Application of Pass out student
2. No Dues Form (Completed all Remarks & information)
3. Final Year Result (self-attested Xerox copy)
4. Passing Certificate (self-attested Xerox copy)
5. ID Proof (self-attested Xerox copy)
6. Take a Xerox copy of No Dues Form for acknowledgement
7. Submit No Dues form in Admin Office-Student Section
8. Leaving Certificate will be issued on next day after 12.00 pm.

**NO DUES FORM FOR STUDENT**

Date: / /2023

Name of Student (Full Name) _____

Course: B.Engg./M.Engg./MBA/PhD Year : FE/DSE Department/Div: _____ Category: _____

Year of Admission: _____ Year of Passing: _____ Contact No.: _____

Verified Students information by Student Section: _____

Sign of Student

Sign of Student Section

Details:

Sr.No.	Department	Remark				Sign of HOD
1.	HOD					
2.	Alumina Association Membership (Department)					
3.	Exam Section					
4.	Sport Department					
5.	Training & Placement					
6.	Library					Seal & Signature
7.	KJEI Transport Dept.					
8.	KJEI Hostel					
9.	Scholarship Section	Category		OPEN/SC/ST/VJ/DT/NT/SBC/OBC		Seal & Signature
		Sr.No	Year	Sanction Bill No. /Amt. Received	Remark / Dues S.W.S.	
		1.	FE-			
		2.	SE/DSE-			
		3.	TE-			
10.	Account Section	Sr.No	Year	Fees Status	Remark/Dues	Seal & Signature
		1.	FE-			
		2.	SE/DSE-			
		3.	TE-			
		4.	BE-			

Remark of Office Superintendent: - _____

Sign of Office Superintendent

Sign of Principal

P.T.O.

Current Job Details	Name of the Company: Company Address:
Student Address	
E-mail ID	

No Dues Form Process

Attached following Documents with No Dues Form

1. No Dues Form (Completed all Remarks & information)
2. Handwritten Application of Pass out student for LC & Original Documents
3. Final Year Result (self attested Xerox copy)
4. Passing Certificate (self attested Xerox copy)
5. ID Proof (self attested Xerox copy)
6. Submit No Dues form in Admin office (Student Section)