

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR  
ACADEMIC SECTION**

No. MNIT/Acad/2015/No Dues/03/2847

Dated: May 18, 2015

**NOTICE**

20/5/15

**Subject: Matter regarding submission of "NO DUES FORM" during the year 2015 and onwards.**

This is in continuation to Office Order No. MNIT/Acad/2014/2803 dated; May 13, 2015 regarding the "No Dues Certificate" to be submitted by the graduating UG/PG/Ph.D. students for refund of the "Institute Caution Money". The students are further informed that:

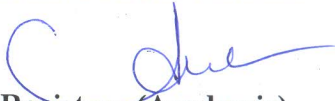
1. As mentioned in the Office Order No. MNIT/Acad/2014/2803 dated; May 13, 2015 henceforth, all the graduating UG/PG/Ph.D. students shall submit their "No Dues Form" on ERP for release of their Institute Caution Money, Provisional Degree Certificate and Migration Certificate. However, as per the approval of the Competent Authority, these graduating students are not required to submit their 'Student Id Card' to the Dean Student Welfare Office for the "No Dues".

The implementation of this new procedure regarding "No Dues", shall not change/effect the internal process presently being followed by the concerned department of a student for issuing the "No Dues" to him/her.

2. In case a student withdraws from the respective enrolled UG/PG/Ph.D. program in Mid-way (i.e. without its successful completion) he/she shall be required to complete the formality of obtaining "No Dues" from all the concerned departments (i.e. Library, Hostel Mess, Games & Sports, Dean Student Welfare, Creative Art Society, Concerned Department and Dean Academic Office) in person and submit the same to Academic Section. The students may kindly note that in this case the "No Dues" shall not be processed through ERP.

Further, in this case, the student would also be required to submit his/her Student Id Card at the Dean Student Welfare Office for "No Dues".

3. All the old Under Graduate students registered in their respective UG programs prior to the year 2011(i.e. their data is not availing an ERP) are also required to complete the formality of obtaining "No Dues" from all the Concerned Departments in person.
4. With regard to refund of Hostel Caution Money, the students residing in the hostels shall have to follow separate mechanism as advised to them by the concerned Hostel Officials.

  
**Dy. Registrar (Academic)**

**Copy to:**

1. All Head of Departments
2. All the DUGC conveners.
3. Institute website

