

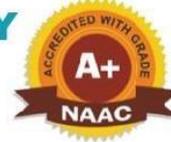


JEPPIAAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

“Self-Belief | Self-Discipline | Self-Respect”

Kunnam, Sunguvarchatram, Sriperumbudur – 631 604.



NO DUES FORM: FINAL SEMESTER FOR ISSUING HALL TICKET FOR SEMESTER END EXAMINATION

STUDENT NAME:

BRANCH:

REGISTER NUMBER:

YEAR/ SEMESTER:

Subject Code	Subject Name	Name of the Faculty	Attendance (%)	Project Submission Hardcopy-(Yes/No) Softcopy- (Yes/No)	Faculty Remarks	Faculty Sign. with date

Admin. Office Table

Particulars	Name of the Staff	Remarks	Signature
Fees Dues			
Library Dues			
Attendance Penalty Dues			
Particulars	Name of the Department Alumni Coordinator	UPI ID and Date of Transaction	Signature
Alumni Membership Fees A/C No. 080401001379 IFSC Code : ICIC0000804 (Rs.1000)			

Grade sheet and Mark sheet Received (Put TICK mark in box)	SEM-1	SEM-2	SEM-3	SEM-4	SEM-5	SEM-6	SEM-7	SEM-8
Mark Sheet	10th	11th	12th	Community Certificate				

In charge Clearance Table

In charges	Name of the Staff	Remarks	Signature
Counsellor			
Hod			
For Hostel Students Warden			
Year In charge			

Follow the procedure as mentioned below:

1. Fill the details in the heading, subject table and get sign from the respective class teachers.
2. Collect the signatures in the in charge table.
3. Fill the details in Admin. Office table with the help of Administrative Office.
4. Pay the dues and fill the receipt details to collect the signature from office staff against the payment.
5. Submit the approval to the **Year In charge** to collect the Hall Ticket.