



**NO DUES FORM: ODD / EVEN- SEMESTER FOR ISSUING HALL TICKET FOR SEMESTER END EXAMINATION**

**STUDENT NAME:**

**BRANCH:**

**REGISTER NUMBER:**

**YEAR/ SEMESTER:**

Subject Code	Subject Name	Name of the Faculty	Class Notes	Internal Exam Marks (%)			Attendance (%)	Assignment Submission Hardcopy-(Yes/No) Softcopy- (Yes/No)	Faculty Remarks	Faculty Sign. with date
				CIE-I	CIE-II	CIE-III				
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							

**In charge Clearance Table**

Remarks (Comments, Suggestions etc., if any)			Signature
Particulars	Observation	Record	
Lab- 1			
Lab - 2			
Lab - 3			
Mini Project / UPSC			
Counsellor			
Hod			
<b><u>For Hostel Students</u></b>			
Warden			

**Admin. Office Table**

Particulars	Name of the Staff								Remarks	Signature						
Fees Dues																
Library Dues																
Attendance Penalty Dues																
Grade sheet Received (Put TICK mark in box)	SEM-1		SEM-2		SEM-3		SEM-4		SEM-5		SEM-6		SEM-7		SEM-8	
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.