



# JEPPIAAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Self-Belief | Self Discipline | Self Respect

Kunnam, Sunguvarchatram, Sriperumbudur-631604



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

STUDENT NAME:

BRANCH:

REGISTER NUMBER:

SEMESTER

| Subject Code | Subject Name | Name of the Staff | Class Notes | Internal Exam Marks (%) |              |            | Attendance (%) | Assignment Submission (Yes/No) | Staff Remarks | Staff Sign. with date |
|--------------|--------------|-------------------|-------------|-------------------------|--------------|------------|----------------|--------------------------------|---------------|-----------------------|
|              |              |                   |             | Mid Term - 1            | Mid Term - 2 | Model Exam |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |
|              |              |                   | Yes / No    |                         |              |            |                |                                |               |                       |

### Incharge Clearance Table:

| Incharges           | Remarks (Comments, Suggestions etc., if any) |        | Signature |
|---------------------|--|--------|-----------|
|                     | Observation                                  | Record |           |
| Lab- 1              |  |        |           |
| Lab - 2             |  |        |           |
| Lab - 3             |  |        |           |
| Counselor           |  |        |           |
| Year Incharge       |  |        |           |
|                     |  |        |           |
| For Hostel Students |  |        |           |
| Deputy Warden       |  |        |           |

### Admin. Office Table :

| Item                    | Name of the Staff | Remarks | Signature |
|-------------------------|-------------------|---------|-----------|
| Fees Dues               |                   |         |           |
| Library Dues            |                   |         |           |
| Attendance Penalty Dues |                   |         |           |

### Follow the procedure as mentioned below:

1. Collect No dues form your respective counselor at least 10 days before the Hall Ticket issue date.
2. Fill the details in the heading, subject table and get sign from the respective class teachers.
3. Collect the signatures in the incharge table.
4. Fill the details in Admin. Office table with the help of Administrative Office.
5. Pay the dues and fill the receipt details to collect the signature from office staff against the payment.
6. Submit the approval to the Counselor to collect the Hall Ticket.

COUNCELLOR

HOD