



# JEPPIAAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Self-Belief | Self Discipline | Self Respect

Kunnam, Sunguvarchatram, Sriperumbudur-631604



## 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

### In charge Clearance Table:

	Name of the Staff	Signature
Year In charge		
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. 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 Counselor to collect the Hall Ticket.

COUNCELLOR

HOD