



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:

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 MODEL				
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							

In charge Clearance Table:

In charges	Remarks (Comments, Suggestions etc., if any)		Signature
	Observation	Record	
Lab- I			
Lab - 2			
Lab - 3			
Counsellor			
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