

**ABV-IIITM, Gwalior**  
**No Dues Form (Clearance Form)**

**PART - A**

**Leaving the Institute:**

**A: at the time of PhD Thesis Submission and not looking extension of fellowship. or**

**B: at the end of PhD fellowship extension/ before PhD Viva**

Name of Student (in English) : ..... (in Hindi) : .....

Name of Programme : ..... Registration No. : .....

Permanent Mailing Address: .....

(For sending draft) : .....

Contact No./Mobile : ..... E- Mail Address: .....

S.No.	Section	Remarks	Signature of Concerned Person
1.	Department of PHD Candidate (clearance from HOD/es)		
2.	a) Hostel Supervisor: (date of leaving hostel & Mess) Hostel Warden		
	b) SWS office: ..... (date of leaving hostel), Mess fees paid		
3	Library		
4.	Sports (Senior Sports Officer)		
5.	Laboratories Clearance (concerned Laboratories where the research work has been carried out ):		
6.	Store In charge (submitted all the items purchase through contingency or issued by the Institute)		
7.	Security In charge/ Security Officer /FIC (Security)		
8.	DOSA		
9.	IT & Infrastructure (Software handover etc.)		
10.	Estate Maintenance (handed over the room key of Institute block & quarter, PNG Bill no due)		
11.	DORC		
12.	RCC Office (Thesis copies submitted as per rule, Candidate deposited I-Card)		
13.	Finance & Accounts Section: a) Fees Clearance (Tuition/Hostel) b) Advance (if any)            c) Contingency d) PCM Cell		
14.	PHD Supervisor(s)		

**UNDERTAKING**

“I, ....., PHD registration no: ....., hereby declare that to the best of my knowledge, I have no dues towards the Institute as of the date of my leaving. In case any dues are found later, I hereby give my consent to pay them to the Institute immediately, along with any interest if applicable. Furthermore, I also declare that I have deposited all the book(s), peripheral(s), or any other item(s) in the library/store which I have purchased from the contingency grant.

**Place:**

**Date :**

**(Signature of the Student)**

- Note :** 1. Please submit Photostat of the form to Accounts before submission of soft bound thesis to RCC Office.  
2. Part – A of the form duly completed to be submitted in RCC Office prior to submission of thesis.

**Registrar**

**Director**

**ABV-IIITM, Gwalior****No Dues Form (Clearance Form)**  
*(After Ph.D. defense Viva-Voce)*

Name of Student (in English) : .....

(in Hindi) : .....

Name of Programme : ..... Registration No. : .....

Permanent Mailing Address : .....  
(For sending draft) : .....

Contact No./Mobile : .....

E- Mail Address : .....

S.No.	Section	Signature of Concerned Person
1.	Thesis Supervisor(s)	
2.	RCC Office (Two Copies of Hard Bound Thesis, Softcopy of Thesis in PDF format on CD to be submitted in RCC Office)	
3.	Chairman, SPGC	
4.	Dean of Academic Affairs	

**Date :****(Signature of the Student)**

- Note :**
1. Kindly submit Photostat of the form to Accounts before final submission of hard bound thesis to RCC Office.
  2. The form to be submitted to the RCC Office.