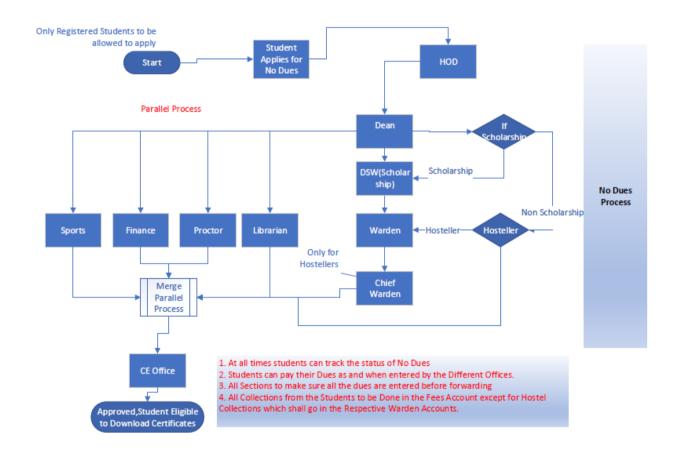
No-Dues Application

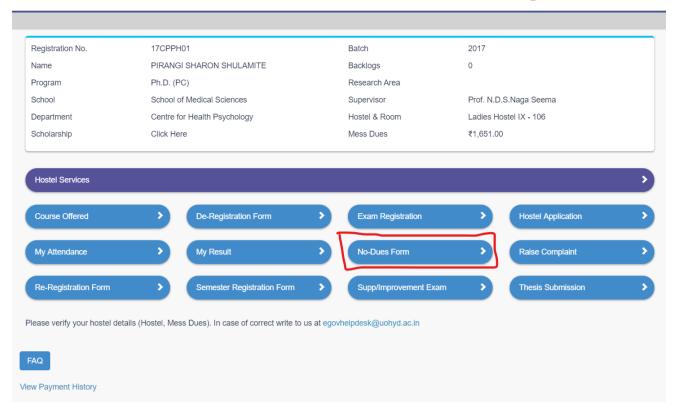
No Dues application page helps the student to get approval of of nodues from department, school, hostel, library, finance section, sports, proctor.

Form Approval Stages

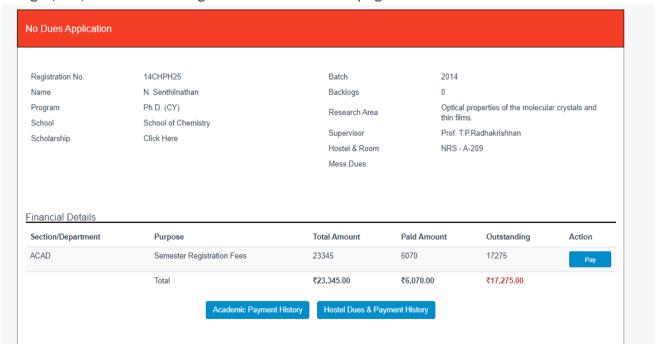


Form Submission

No-Dues form can be accessed by the student in 'Academic' > 'No Dues Form'.



The student fills up the form and initiates the process. In this step, the student has to enter the reason and upload any files which may be required by the authorities. Finally the student has to sign (tick) the declaration given at the end of this page and then he/she can submit the form.

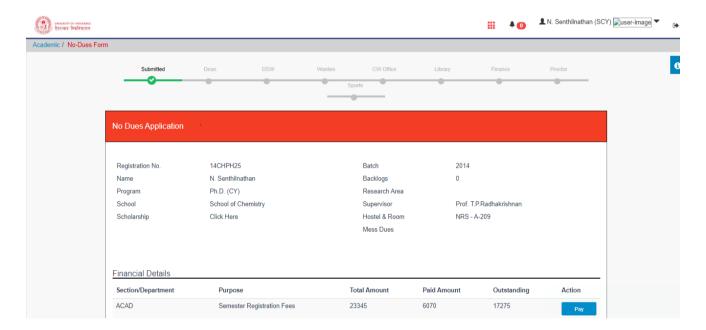


All Dues of the Student are shown accumulated dues. For any accumulated dues student can go ahead and make the payment. All dues except the hostel will go the Fees Account through ICICI gateway. For Hostel Dues they have option to navigate to the Hostel dashboard.

The dues may change as the application moves forward in the approval process and any section enters their pending amounts.



On successfull form submission the student can view the status of his form on the tracker that appears on this page.

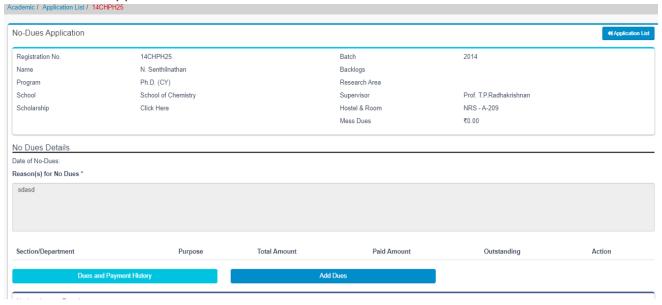


Form Approvals

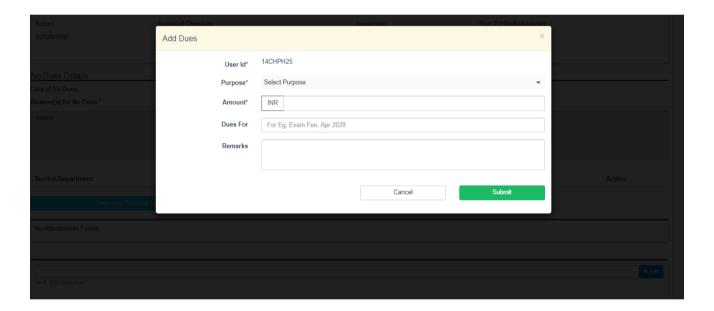
Once the form has been submitted by the student, it has to go through several checkpoints for review. Once it has been cleared at all checkpoints, then the student's no-dues application is complete. If any concerned authority finds that the student has not cleared his/her dues, then they can enter the amount and details of the dues.

No Dues application is available under the **Student Registration Application** (Similar to Semester Regsitration)

The screen for approval of a no-dues form.

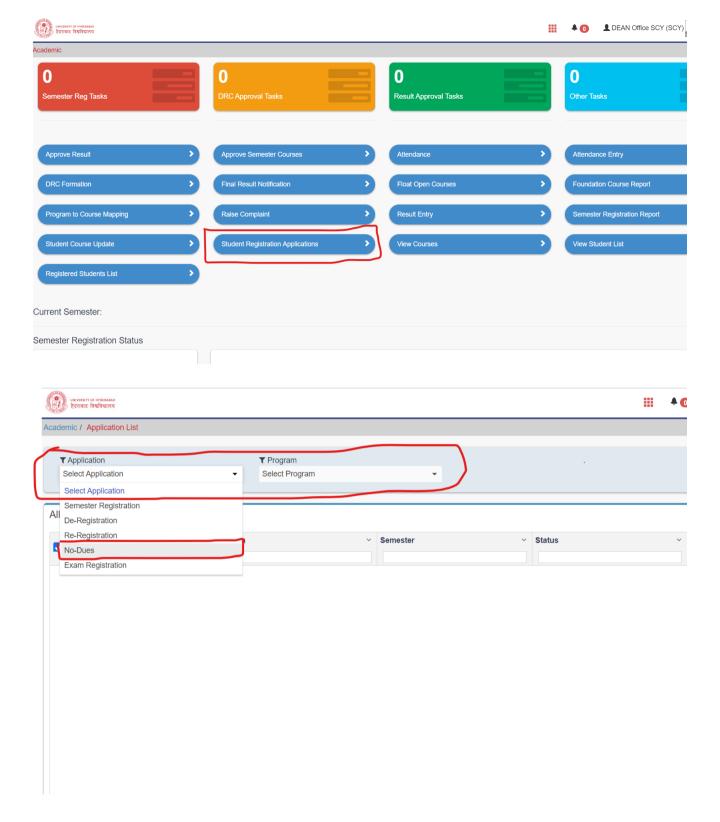


If there are some pending dues the Section can add the Amount using the below shown screen. At the time of entry of the dues the user can select the type of dues which is being added along with the amount

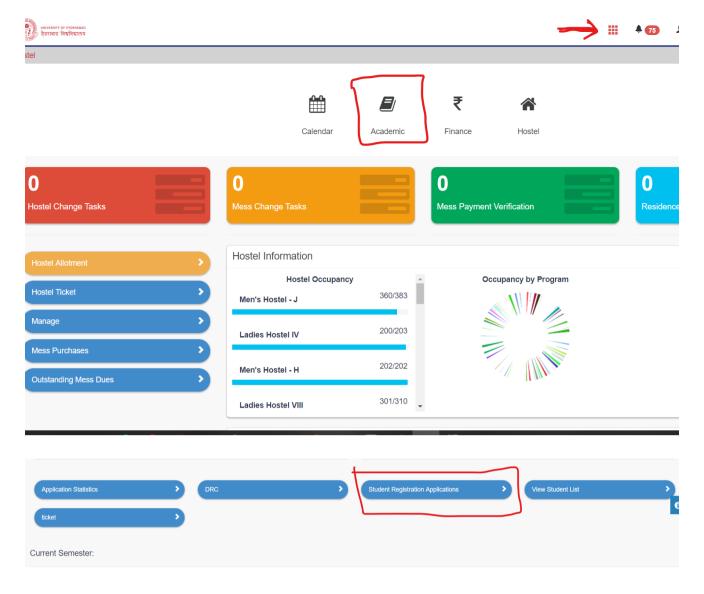


In this page, the person can review the student's application, view the files uploaded by the student, add their comments and either approve or reject the application.

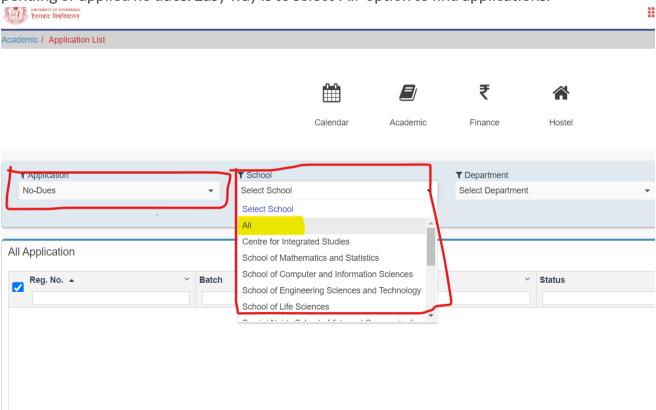
No Dues Approval form can be accessed by the authority in 'Academic' > 'Student Registration Applications'. Once on this screen the user can use the provided filters to view all the applications, OR, can click on the 'My Task' button to view only those applications that been assigned to him/her.



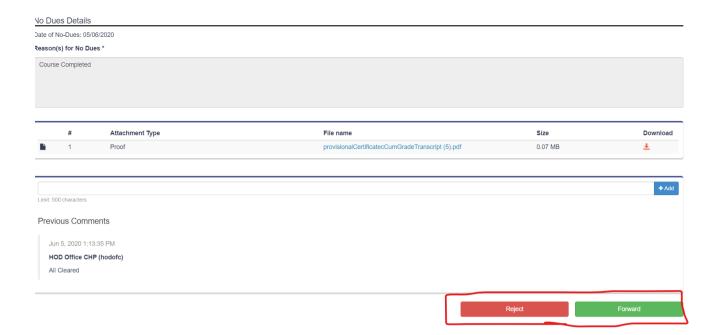
If any user is a non-academic user like CWO, Librarian or Finance, They can access the Academic' > 'Student Registration Applications' by seleting 'Academic' app from top bar.



Select 'No Dues' application type filter. Use other filters like school, department etc to find pending or applied no dues. Easy way is to select 'All' option to find applications.



Put comment if required and press 'Forward' or "Reject' for processing the application.



Note:

- 1. DSW Office before forwarding the Application need to give Relaxation to the Students for the Semester Fees in case of Scholarship, otherwise the dues will continue to be shown in the student logins.
- 2. Finance Section to verify the fees received manually outside the system and once verified then only to approve the application. As the Student may be from Old Batch whose fees information may not be available in the system.