



ZEAL EDUCATION SOCIETY'S  
**ZEAL POLYTECHNIC, PUNE**  
 NARHE | PUNE -41 | INDIA



Doc. No.: ZEAL/POLY/ADMIN/SOP-22/F-30

Rev. No.: 00

Rev. Date: 01.09.2023

**NO DUES FORM FOR STUDENT**

**Department: Administration**

**Academic Year: 20 - 20**

**Date:**

Name of the Student: \_\_\_\_\_ Enrollment  
 No.: \_\_\_\_\_

Course Joining Year: 20\_\_\_\_ - 20\_\_\_\_, Pass Out Year: 20\_\_\_\_ -20\_\_\_\_, Branch:  
 \_\_\_\_\_(FY/SY/TY)

Contact No.: \_\_\_\_\_ Aadhar Card  
 No. \_\_\_\_\_

Sr. No.	Particulars	Remark for No Dues	Signature with Stamp
1	Library		
2	Scholarship / Free Ship / EBC Section	F.Y. -	
		S.Y. -	
		T.Y. -	
3	Student & Exam. Section (Office)		
4	Alumni Association Registration Fee (Account Section)	Receipt No:	
5	Account Section (Balance Fee)		
6	Training & Placement Department		
7	Workshop (Only Mechanical Dept. Students)		
8	Hostel (Only for Girls)		
9	Transport Facility		
10	HOD (Concerned Department)		

**Student's Signature**

**Verified by: Student Section**

**Office Superintendent**

**Principal**

**Instructions for Students:**

1. Student should complete No Dues Form in Sequence as per Sr. No. provide in above table.
2. **Submit Original No Dues form along with Xerox copy of Mark-sheet (Pass out / Current Class). Aadhar Card, Pan Card to the Student Section for leaving certificate process..**
3. After submitting No Dues Form, student will hand-over his /her all original Documents & College Leaving Certificate **with 8 working days**.
4. When student will come to collect all original Documents & College Leaving Certificate, they should bring their Photo Id proof compulsory (PAN / Aadhar Card / Driving License).
5. If any student wants to discontinue the course, they should submit the Admission cancellation application with Student & Parent Signature, HOD & Principal remark on application, HOD Counselling Report, compulsory.



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**Following All Original Documents Received**

Sr. No.	Particulars	Received Original Document Yes/No	Student Signature
1	Leaving Certificate		
2	SSC Mark-sheet		
3	HSC Mark-sheet		
4	Diploma Mark-sheet		
5	Caste Certificate		
6	Non Creamy Layer Certificate		
7	Caste Validity Certificate		
8	Certificate of Age, Nationality & Domicile		
9	Birth Certificate		
10	Other Documents if any		

**Student Signature :**

**Name :**

**Date :**

**Mobile No. :**

**For office use only**

**Documents Handover By: Name & Signature**