

# INDUBHAI PAREKH SCHOOL OF ARCHITECTURE – RAJKOT

## No Dues Certificate (NDC)

Name of Student: \_\_\_\_\_ Roll no. \_\_\_\_\_

Contact No. \_\_\_\_\_ Email:- \_\_\_\_\_

Sections	Description/Remarks	Name & Signature	Date
Library			
Account Section			
Student Section			
Computer Lab			
Workshop			
IPSA Canteen			
Examination Section			

It is mandatory for the students to return their I-Card in student section and Library Card & Thesis in Library along with the NDC form

Date:-

Place:-

**Signature of Student**

## **Instructions for Completing the No Due Certificate (NDC)**

Dear Students,

It is mandatory to get your No Due Certificate approved by various sections of the college. Please follow the instructions below to ensure a smooth and efficient process:

**1. Obtain the format of No Due Certificate:**

- **Download No Due Certificate** from the official college website and fill all the details as mentioned.

**2. Sections to be Cleared:**

- You are required to get signatures and clearances from the following sections:
  - **Library:** Ensure all borrowed books and materials are returned, and any outstanding fines are paid.
  - **Workshops:** Return any equipment or tools borrowed and settle any dues.
  - **Accounts Section:** Settle all outstanding fees and dues.
  - **Sports Section:** Return any borrowed sports equipment and settle any fines.
  - **Computer Section:** Ensure all Computer prints/3-d printing etc. related dues are cleared. Return any equipment or tools borrowed.
  - **Student Section:** Ensure all academic-related dues are cleared. Return the locker Keys. Failure to submit the keys shall result in fine of Rs 500.
  - **Canteen:** Settle any outstanding dues.
  - **Examination Section:** Ensure all examination-related dues are cleared and all necessary documents including Thesis Report are submitted.

**3. Submission of Form:**

- Once all sections are signed, submit the completed No Due Certificate to the administration office (**Exam Section**).

**4. Deadline:**

- **Ensure that you complete and submit the Certificate along with 1 Hard bound copy of Thesis Report (As per the approved format by School) and a soft copy of thesis report within a month of Practical Exam/ Viva/Jury date.** Failure to do so may result in delays in processing your final clearance and issuance of mark sheets and delay penalty of Rs. 500 per month.

**5. Important Notes:**

- Any discrepancies or missing signatures may result in the form being rejected, requiring you to revisit the respective sections. Examination Section shall issue mark sheets after submission of completed Certificate along with the Thesis Report.

**Administration Office (Student Section)**

Indubhai Parekh School of Architecture, Rajkot