



# GOJAN SCHOOL OF BUSINESS AND TECHNOLOGY

Approved by A.I.C.T.E, New Delhi. & Affiliated to Anna University, Chennai.

NAAC Accredited Institution | An ISO 9001 : 2015 Certified Institution

EDAPALAYAM, REDHILLS, CHENNAI - 600 052.

**NO DUES FORM : ODD / EVEN SEMESTER**



<b>Studnet Name:</b>	<b>Registration No:</b>	<b>Branch :</b>	<b>Semester :</b>
Parent's Name :	Parent's Contact Number :	Parent's E-mail id :	
Parent's Contact Address	House / Apartment No.:	Floor :	Building Name :
	Street Name :		Near by landmark :
	City / Town / Village :	Pin Code :	
	State :		

Subject Code	Subject Name	Name of the Staff	Class Notes	Internal Exam Marks (%)			Attendance (%)	Progress in Special Class	Staff Remarks	Staff Sign. with date
				Cycle Test - 1	Cycle Test - 2	Model				
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							
			Yes / No							

**Incharge Clearance Table :**

Incharges	Remarks (Comments, Suggestions etc., if any)	Signature
Lab Incharge - 1		
Lab Incharge - 2		
Lab Incharge - 3		
Lab Incharge - 4		
Librarian		
Physical Director		
Counselor		
Year Incharge		
For Hostel Students		
Deputy Warden		

**Admin. Office Table :**

Item	Total Amount (Rs.)	Remarks	Receipt Details	Signature
Office Dues				
Lab Dues				
Library Dues				

**Follow the procedure as mentioned below :**

1. Collect No dues form your respective counselor at least 10 days before the Hall Ticket issue date.
2. Fill the details in the heading, subject table and get sign from the respective class teachers.
3. Collect the signatures in the incharge table.
4. Fill the details in Admin. Office table with the help of Administrative Office.
5. Pay the dues and fill the receipt details to collect the signature from office staff against the payment.
6. Submit the approval to the Counselor to collect the Hall Ticket.

**HOD**

**PRINCIPAL**

**SECRETARY**