

ZEAL COLLEGE OF ENGINEERING & RESEARCH, NARHE, PUNE 411041
NO DUES FORM FOR STUDENT

Date: _____

Course Joining Year: 20 - 20 Branch: _____ (FE/DSE/ME-I/MBA-I)

Name: _____ Contact No: _____

Permanent Address: _____

Current Class studied: _____ Current Class Branch: _____

Admission Reservation Category: Open/SC/ST/OBC/SBC/VJ-NT

Particulars	Remark for No Dues	Signature with Stamp
<u>Account Section</u>		
<u>Scholarship / Freeship/EBC Section</u>	F.E. -	
	S.E. -	
	T.E. -	
	B.E. -	
	M.E. I&II -	
	MBA. I&II -	
<u>Central Library</u>		
<u>HOD (Concern Department)</u>		
<u>Departmental Library</u>		
<u>Alumni Association (Dept. Coordinator)</u>		
<u>Workshop Superintendent (Only for Mechanical Department Students)</u>		
<u>Student Association</u>		
<u>Training & Placement Officer</u>		
<u>Cultural & Sports</u>		
<u>Hostel (only for Girls)</u>		

Student's Signature

**Verified by
Student Section**

O.S. (ZCOER)

Instructions for Students

1. Student should first pay ALUMNI FEE on cash counter and takes all the Signatures. 2. After completion of No Dues Form, take two Xerox copies of No Dues form; submit one Xerox copy to Exam. Section for Collection of Original Mark sheet. 3. Student should kept One Xerox copy of No Dues form for you. 4. **Submit Original No Dues form along with Xerox copy of Mark-sheet (Pass out / Current Class) to the Student Section for leaving certificate process.** 5. After submitting No Dues Form, student will handover his/her all Original Documents & College Leaving Certificate within 6 working Days. 6. 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). 7. 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 Counseling Report, compulsory.

Following All Original Documents Received

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

Student Signature :

Name :

Date :

Mobile No. :

For office use only

Documents Handover By: Name & Signature