



The Shirpur Education Society's  
**R. C. Patel Institute of Technology, Shirpur**

High Caliber Technical Education in an Environment that Promotes Excellence

**NO DUES FORM**

FORM NO.:

Date: / /20

Name of Student: \_\_\_\_\_

Year: FE / SE / TE / BE / ME Branch: \_\_\_\_\_ Div: \_\_\_\_\_ Roll No. \_\_\_\_\_

**Admitted at level:** First Year / Direct Second. **Year First Year of admission in the institute** \_\_\_\_\_

**Reason for leaving:** 1) Completed Full Course from here. 2) Cannot afford study expenses  
3) Not capable of understanding course study 4) \_\_\_\_\_

S N	Departments	Name of In charge	Signature of In charge
1	Fee Section		
2	Scholarship Section		
3	Document Section		
4	Department Lab -1		
5	Department Lab -2		
6	Department Lab -3		
7	Department Lab -4		
8	Department Lab -5		
9	Department Lab -6		
10	Department Lab -7		
11	Department Lab -8		
12	Library		
13	Training and Placement Cell		
14	Boys / Girls Hostel Rector (if staying in Hostel)		
15	Boys / Girls Hostel Mess (If availing Hostel Mess)		
16	Gymkhana & Sports		
17	Institute Canteen		
18	Signature of Local guardian		
19	Head of Department (Concerned HOD)		

This is to certified that above candidate Mr./Mrs./Ms./ \_\_\_\_\_  
has no dues pending with the institute.

**Attach following documents/copies with this form**

- 1) Application of admission cancellation/Application for TC
- 2) Xerox copy of last Examination Mark sheet
- 3) original I-Card

**Principal**  
RCPIT, Shirpur

*(Please read the instructions given behind the page)*

**P.T.O.**

## *Guidelines for issuing Transfer Certificate (TC)*

### **For the students passed out BE/ME Exam (Final Year Exam)**

- **Students is required to take signatures on No Dues Form at his own.** Friend/Guardian/Parents are not allowed.
- Make sure that you have paid admission fee as per Shikshan Shulka Samiti, Late Fee (if any), breakage (if any), Library/Dept Due (If any). **TC fee** – Rs. 200; Rs. 400 (In case additional TC required for Migration Purpose), **Alumni Fee:** Rs. 500 (for BE students).
- All BE/ME passed out students are required to fill and submit Alumni Form (available in T & P dept.) to T & P officer. Also submit Institute Feedback Form to T & P dept.
- Make sure that you have taken all the required signatures on No Dues Form.
- Contact T & P officer for issuing Transcript Certificate: Transcript Certificate Fee: Rs. 500.
- Submit No Dues Form with all required signature with Xerox copy of BE/ME mark sheet & original I-card **in office. Signature of Principal will be taken by Office Staff. You are not required to go to Principal Office for taking signature of Principal.**
- Details mentioned on Institute TC will be as per the records of last TC/LC. Name appeared on this TC will be as per your last mark sheet.
- Transfer Certificate will be issued to you **three days** after submitting No Dues Form.

### **For the students those who want to cancel admission without completing full course. (Students leaving institute in First/Second/Third Year)**

- **Students is required to take signatures on No Dues Form at his own.** Friend/Guardian/Parents are not allowed.
- Make sure that you have paid admission fee as per Shikshan Shulka Samiti, Late Fee (if any), Breakage (if any), Library/Dept Due (If any). **TC fee** – Rs. 200; Rs. 400 (In case additional TC required for Migration Purpose).
- **TC will be issued to you if you have paid admission fee as per** Shikshan Shulka Samiti & submitted required documents as per DTE, Mumbai, at the time of admission. Please read the rules regarding cancellation of admission in admission brochure published by Institute and DTE, Mumbai.
- Make sure that you have taken all the required signatures on No Dues Form.
- Submit No Dues Form with all required signature with Application of Cancellation of Admission, Original Fee Receipts, Proforma-'O' & Original I-card **in office. Signature of Principal will be taken by Office Staff. You are not required to go to Principal Office for taking signature of Principal.**
- Diploma/12<sup>th</sup> Standard TC/LC will be returnable only if student cancels admission before CUT-OFF date as specified by DTE, Mumbai. However, RCPIT's TC will be issued if the student cancels admission after CUT-OFF date. Details mentioned on Institute TC will be as per the records of last TC/LC. Name appeared on this TC will be as per your last mark sheet.
- Transfer Certificate will be issued to you **three days** after submitting No Dues Form.