

Requirements for Clearance

Following is approved by the house after detailed discussion:

I. Pre-Enrollment Clearance (for enrolled students)

xvii. Common clearance shall be mandatory from Main Library and Hall Warden.

xviii. Hall Warden shall make necessary arrangements for clearance in his/her designated office within the main premises of University during the enrollment days. This would extend one window operation facility and students shall not be asked to visit hostels and seek the clearance from concerned hostel clerk/superintendent.

xix. Clearance from private enterprises is not required. If Hostel Mess Charges are outstanding against any boarder student, Hall Warden is empowered to deny the clearance till the recovery is made effective.

xx. If any sport item/financial liability owed to a student; Sports Directorate shall intimate the same to concerned Dean/Director (for undergraduate programs) and respective Chairperson/Director (for graduate students) prior to the start of clearance/enrollment process.

xxi. Recovery of any outstanding dues on part of a student (fine, fee etc.) shall be intimated by the Treasurer to the respective Dean/Director/Chairperson prior to commencement of semester.

II. Final Clearance

Upon completion of degree, graduates are required to seek final clearance; however, each institute/department shall customize its own Clearance Form containing the provision of mandatory clearance from following offices:

xxii. Concerned Dean/Director (for undergraduate degrees) and Director/Chairperson (for postgraduate degree)

xxiii. Concerned Admission Offices maintaining personal files of the students (Dean/Director/DAS)

xxiv. Main Library

xxv. Students Resource Centre

xxvi. Treasurer

xxvii. Directorate of Sport

xxviii. Hall Warden

Intra-and-inter faculties/institutes/laboratories clearance has been abolished. If a student has worked in a laboratory either within faculty or across faculties/institutes and owes some financial liability/university property against him; concerned department shall intimate the same to the office of respective Dean/Director (undergraduate students) and Chairperson/Director (postgraduate students). Students shall surrender University ID Card in original along with Clearance Form.

III. Clearance for Release of Security

Amount of security shall be released on a formal request accompanied by attested copy of instant Character Certificate issued by the University. Treasurer office shall open the cross cheque on simple verification of the recipient.

Processing of Synopsis and Thesis or any other Relevant Applications

xxix. Synopses/Theses and any other application of M.Sc./M.Sc. (Hons.)/M.Phil degree programs shall be routed to DAS directly from the concerned Chairperson.

xxx. In case of Ph.D. degree, Synopses and Theses shall be routed to DAS through concerned Dean/Director.