

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION

(Deemed to be University Under Sec.3 of UGC Act 1956)

Anand Nagar, Krishnankoil 626 126

NO DUES CERTIFICATE

The following departments/sections/labs. have to certify that whether the faculty member, who is relieved from the services of Kalasalingam University, is having dues or not. If there are no dues, the concerned departments/sections/laboratories have to indicate as **NO DUES** in the column prescribed.

Name of the Staff:

Date of resignation:

Designation:

Date of relieving:

Department:

CLEARANCE FROM THE DEPARTMENT IN WHICH THE STAFF IS WORKING:

S.No.	Particulars	Dues against the Staff, if any	Signature of the in-charge
1.	Course Material		
2.	Laboratory Equipment		
3.	Lab. Stock registers		
4.	Department Library		
5.	Furniture Components		
6.	Stationeries		
7.	Others, if any.		

CLEARANCE FROM THE GENERAL ADMIN. AND OTHER DEPARTMENTS:

S.No.	Particulars	Dues against the Staff, if any	Signature of the in-charge
1.	BASIC SCIENCES		
2.	BIO-TECHNOLOGY		
3.	CIVIL ENGINEERING		
4.	COMPUTER SCIENCE & ENGG.		
5.	ELECTRONICS & COMMN. ENGG.		
6.	ELECTRICAL & ELECTRON. ENGG.		
7.	ELECTRONICS & INSTRU. ENGG.		

p.t.o.

S.No.	Particulars	Dues against the Staff, if any	Signature of the in-charge
8.	INFORMATION TECHNOLOGY		
9.	BUSINESS ADMINISTRATION (MBA)		
10.	MCA & M.Sc. CS & IT		
11.	MECHANICAL ENGINEERING		
12.	M.Sc. and others		
13.	SHIP		
14.	HOSTEL		
15.	ACCOUNTS		
16.	LIBRARY		
17.	EXAMINATION CELL		
18.	CELL ACTIVITIES		
19.	ID CARD		
20.	BANK		
21.	P.R.O.		
22.	P.T.A.		
23.	PHYSICAL DIRECTOR		
24.	IBM LAB. (e-mail ID)		