### ACADEMIC SECTION NATIONAL INSTITUTE OF TECHNOLOGY, SILCHAR

No. Acad-28/13/458-513

Date: 09.04.2019

#### URGENT

### ATTENTION: ALL OUTGOING STUDENTS (UG & PG)

This is for information to all outgoing students (UG & PG) that they are to take following steps without fail before 20<sup>th</sup> May 2019 positively. Any student, not attending to the following steps and leaving the Institute without doing the formalities shall do so at his own risk and responsibility. Academic Section shall not be responsible for any problem they face afterward in this regard.

- 1. They are to see that if there is any mistake in their Grade Cards issued so far as regards Grades and proper spelling of their names therein. Mistake, if any, is to be reported to Academic Section 7 days prior to 20th May 2019.
- 2. They are to return all material/books and pay all dues/ fee recoveries /fine etc. to the respective Deptt/Sections/Hostels/ Accounts without fail within 20th May 2019. Result of the defaulters shall not be processed and they shall not get Degree in the ensuing Convocation.
- 3. Duly filled in Final Clearance signed by heads of the concerned deptt/section/hostels/Library/Accounts should be submitted to the Academic Section (Exam Cell).
- 4. They are to submit a filled in <u>DATA SHEET</u> form to the Academic Section (Exam cell) giving all required information for future contact for the dispatch of their transcript/ certificate etc. from the Institute. Address should be complete in all respect. Final Clearance forms & Data Sheet forms are available in the Institutes website.
- 5. They are also to provide their <u>own Bank Account numbers</u> (SBI NIT Branch or any branch) in Data Sheet (Father/mother/other account number should not be given). This is required for depositing their Caution Money in the bank account. They are not to close their accounts till the deposits from NITS are made.
- 6. In case of any confusion/difficulties, students are to consult Academic section immediately.

Asstt. Registrar (Acad)

Copy for information / necessary action to:-

- 1. Registrar
- 2. All Deans/HODs/Wardens/Librarian.
- 3. All Notice Boards
- 4. Senior Technical Officer for uploading in the website.
- 5. IC Accounts/IC Estate

Asstt. Registrar (Academis)
National Institute of Technology,
Silcher

## ACADEMIC SECTION NATIONAL INSTITUTE OF TECHNOLOGY: SILCHAR

(AN INSTITUTE OF NATIONAL IMPORTANCE)

### FINAL CLEARANCE CERTIFICATE

(ISSUED TO THE OUT-GOING STUDENT ONLY)

#### Name of Student:

Registration No.	Semester	B. Tech/M. Tech/M. Sc./MBA/Ph.D	Hostel No.	Room No.

Consequent upon receipt of all materials from the aforesaid out-going student, the undersigned hereby issues the Final Clearance in favour of him/her from this Department/Section for release of all his/her Certificates, other documents, all deposits and scholarship etc. from this Institute. The undersigned has no demand against this student any more.

SI.		Signature of the concerned head (only head is to sign here)	Date
1	Civil Engineering		
2	Mechanical Engineering		
3	Electrical Engineering		
4	Electronics & Communication Engineering		
5	Computer Science & Engineering		
6	Electronics & Instrumentation Engineering		
7	Management Studies		
8	Physics		
9	Chemistry		
10	Mathematics		
11	Humanities & Social Science		
12	Workshop		
13	Training & Placement		
14	Dean S/W		
15	Central Library		
16	NCC/NSS/NSO (For B.Tech Students only)		
17	Central Store/Purchase cell		
18	Accounts Section .		
19	Estate Section		

19		FOR BOYS - AL	L BOYS HOSTELS	S* (To be signed by the	Wardens with date)
	Hostel - 1	Hostel - 2	Hostel - 3	Hostel - 4	Hostel - 5
SIGN.					
DATE					
	Hostel - 6	Hostel - 7	Hostel - 8	PG Hostel	Married Scholar Hostel (MSH)
SIGN.					
DATE					
20.		FOR GIRLS **	(To be signed by the	Wardens with date)	
		GIRLS HOSTEL - 1		GIRLS HO	STEL - 2
SIGN.					
DATE					

Important: After having signature from all, student may retain a xerox copy of the same with him/her before submitting it to Acedemic Section.

<sup>\*</sup> Boys need not obtain clearance from Girls Hostels.

<sup>\*\*</sup> Girls need to obtain clearance from Boys Hostels.

## ACADEMIC SECTION NATIONAL INSTITUTE OF TECHNOLOGY: SILCHAR

# DATA SHEET OF FINAL SEMESTER STUDENTS TO BE FILLED IN CAPITAL LETTERS

Recent passport size photograph to be affixed

MINISTER STREET	Semester	B.Tech/M.Tech/M	sc/MBA/Ph	.D, Hostel N	lo. Room No.
- Gistiation in to	Sellicare				
Father's Name					
Mother's Name					
Address for con	nmunicatio	n and sending of Co	ertificates e	etc (In block le	tters):
Address in Details					
/\u\u\u\u\u\u\u\u\u\u\u\u\u\u\u\u\u\u\u					
			State:		
Post Office:					
District:			Pin Code:		
		Mobile No. (Sel	F)	F-m	ail ID
Phone No. (Lan	a Line)	Monie Mo. Coer	1/		
. Permanent Resi	dential Addr	ess:			
Address in Detail	S.				
Post Office:			State:		
Post Office: District:			State: Pin Code:		
District: 3. Year of	Bran		Pin Code:	Yr. & month of	
District:	Bran	ch Yr. & month semester	Pin Code:		
District: 3. Year of	Bran		Pin Code:	Yr. & month of	declared afte
District: 3.  Year of Admission			Pin Code:	Yr. & month of	declared afte
District:  3.  Year of Admission  9. Account No (Secondary)	elf Only):	semester	of Final exam	Yr. & month of passing out	declared after convocation
District:  3.  Year of Admission  9. Account No (Secondary)	elf Only):		of Final exam	Yr. & month of passing out	declared after convocation
District:  3.  Year of Admission  9. Account No (Secondary)	elf Only):	semester	of Final exam	Yr. & month of passing out	declared after convocation
District:  3.  Year of Admission  9. Account No (Secondary)	elf Only):	semester	of Final exam	Yr. & month of passing out	declared after convocation
District: 3.  Year of Admission  9. Account No (See *Bank Account	of Only):  It No. (State	Bank of India only	of Final exam  Name of	Yr. & month of passing out  Branch with lo	declared after convocation
Pistrict:  3.  Year of Admission  9. Account No (Se *Bank Account  * (Please do not 10. Indicate willing)	of Only):  It No. (State)  close the action	Bank of India only	of Final exam  Name of the cause of the caus	Yr. & month of passing out  Branch with lo	cation & Branch C
Please do not 10. Indicate willing (Tick the box)	elf Only): It No. (State gness to atte	Bank of India only count, till you rece	of Final exam  Name of Yes	Yr. & month of passing out  Branch with lo	cation & Branch C
Please do not 10. Indicate willing (Tick the box)	elf Only): It No. (State gness to atte	Bank of India only	of Final exam  Name of Yes	Yr. & month of passing out  Branch with lo	cation & Branch C