

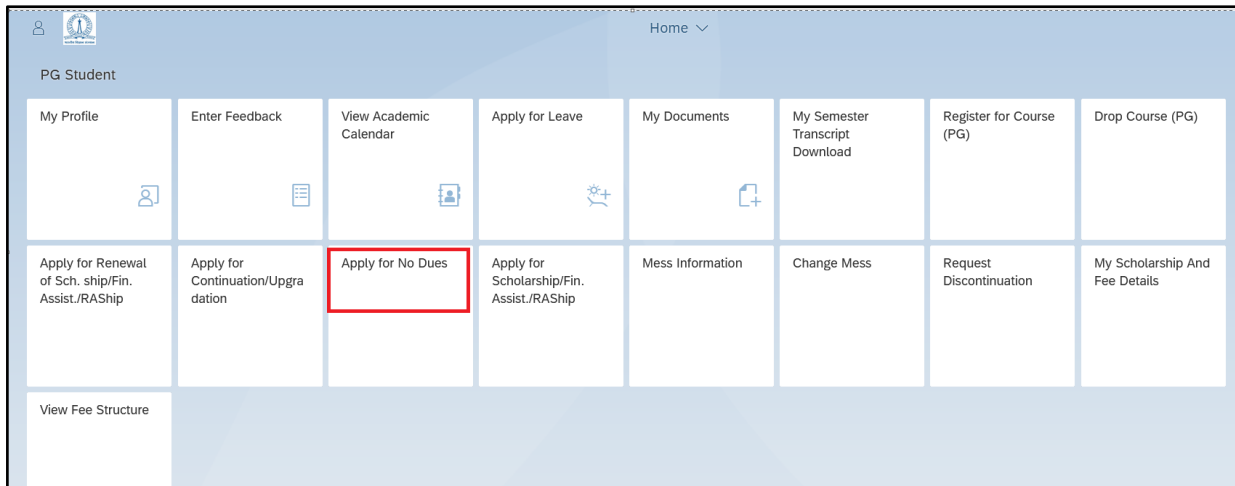
- **Final No Dues**

- The student avails this to check the Final No Dues after the submission of the Project and has successfully completed the BSc program. After he submits the request for Clearance of Final No Dues, the request is sent to the Approvers for their Approval.
- Keep in mind that UG Dean is the final approver in the workflow and also, he/she will be able to approve only when the other approvers have taken the necessary action. Until the previous approvers take the action system will not allow UG Dean to either “Approve” nor “Reject”.
- After the Approval from the Approvers, the Final No Dues status will be visible to the student.
- The Approvers for this process are-
  5. Hostel (Asst. Registrar, Hostel)
  6. JRD Tata Memorial Library (Librarian)
  7. Gymkhana (Senior Sports Officer)
  8. Unit VC (F&A) – Tuition Fees
  9. DIGITS Office
  10. Unit VIB (F&A) – T A Advances
  11. SERC (Office, SERC)
  12. Office of Development and Alumni Affairs (ODAA)
  13. Dean (UG)

### **Steps for initiating No Dues**

- Step 1- Please logon to SAP portal and click on the “**Apply for No Dues**” Tile.

Note: In case you forgot your password for any reason, or your SAP User Id is locked due to failure in multiple login attempts, please send email to: janmeyjay.raj@wipro.com or mohammed.waseem6@wipro.com for assistance. Your password will be reset, and you will receive an email from the team with the new password.



- The following screen should be displayed -

The screenshot shows the 'Apply for No Dues' form with the following fields:

- Select Due Category:
- Academic Year:
- Date of Joining:
- Fee Category:
- Submit for Approval button

Request Number	Due Type	Student SR No.	Student Name	Creation Date	Date of Joining	Date of Leaving	Program of study	Acad. Year	Overall status
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									

- Step 2** – Please select “**Final No Dues**” as the Due Category and the academic year of graduation as the “**Academic Year**”.

Date of Joining, Date of Thesis Submission (if available) and Fee Category would be auto populated from SAP.

The screenshot shows the 'Apply for No Dues' form with the following fields:

- Select Due Category:
- Academic Year:
- Date of Joining:
- Date of Thesis Submission:
- Fee Category:
- \* Date of Leaving:
- Reason for Leaving:
- \* Enter Alumni User ID:
- Click here to register button

Note:- Fields Marked with (\*) are Mandatory  
Date of Leaving will be considered as the last date of Scholarship Payment

No Dues Approval Status	
Approval Level	Approver Name
DEPARTMENT CHAIR/ DEAN	Jayant R Haritsa
HOSTEL - ASST. REGISTRAR, HOSTEL	Venkatesh D.M.
JRD TATA MEMORIAL LIBRARY - LIBRARIAN	Narayanappa C.
ASST. REGISTRAR, SPORTS	Ashwath S
UNIT VC (F&A) - TUITION FEES	Devaraj C.
UNIT VC (F&A) - SCHOLARSHIP/SAF LOAN	Ramachandra Bhat M
UNIT VIB (F&A) - T A ADVANCES	Aswatha A.
SERC - OFFICE, SERC	Chandran N.
OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS (OD ...	Sumathi R
DIGITS OFFICE	Ravindra R.

Request to Refund Statutory and Library Deposit

Disclaimer: Only on complete approval from all the departments the refund will be initiated. After Full and Final settlement with outstanding dues if any, the final amount will be transferred to Student's Scholarship Bank Account.

- The Date of Thesis Submission is **mandatory** if the Reason for Leaving is “**Completed Degree**”. This should be updated in SAP by the Thesis Admin. If this is missing, then student will not be able to submit No Dues Request.

**Step 3** – Please enter the **Date of Leaving**, choose the **Reason for Leaving** and enter the **Alumni ID**.

- The Date of Leaving should be the last day of the student in IISc. Kindly enter the date carefully since the scholarship eligibility will be updated accordingly. You will not be able to request for scholarship for the period mentioned as “Date of Leaving”.

**Step 4** – Please click on “Request to Refund Statutory and Library Deposit” to request for refund and click on “Submit for Approval” for initiating the clearance process.

Select Due Category: **Final No Dues** Academic Year: **2021-22** Date of Joining: **01.08.2019** Date of Thesis Submission: **08.12.2020** Fee Category: **General**

\* Date of Leaving: **31.08.2021** Reason for Leaving: **Completed Degree** \* Enter Alumni User ID: **student@alum.iisc.ac.in** [Click here to register](#)

Note:- Fields Marked with (\*) are Mandatory  
Date of Leaving will be considered as the last date of Scholarship Payment

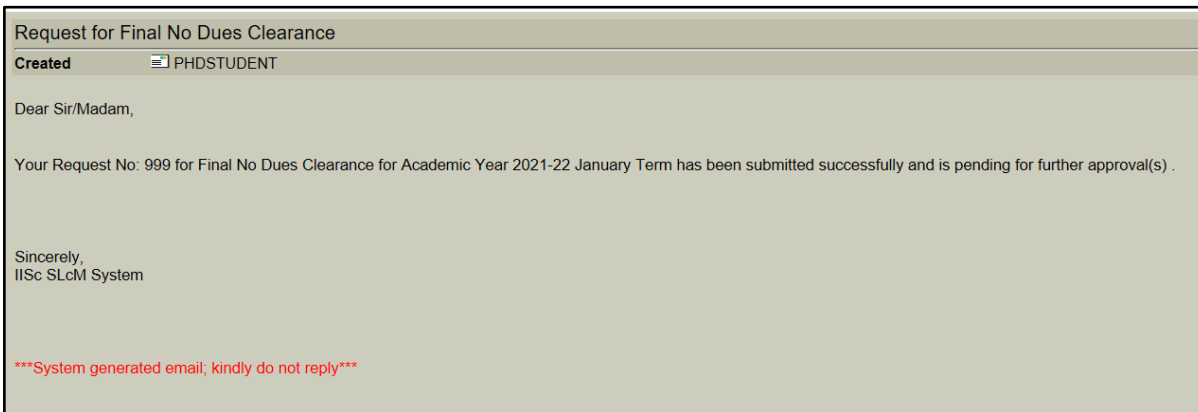
No Dues Approval Status	
Approval Level	Approver Name
DEPARTMENT CHAIR/ DEAN	Jayant R Haritsa
HOSTEL - ASST. REGISTRAR, HOSTEL	Venkatesh D.M.
JRD TATA MEMORIAL LIBRARY - LIBRARIAN	Narayanappa C.
ASST. REGISTRAR, SPORTS	Ashwath S
UNIT VC (F&A) - TUITION FEES	Devaraj C.
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DIGITS OFFICE	Ravindra R.

Request to Refund Statutory and Library Deposit

Disclaimer: Only on complete approval from all the departments the refund will be initiated. After Full and Final settlement with outstanding dues if any, the final amount will be transferred to Student's Scholarship Bank Account.

[Submit for Approval](#)

You should get an email alert from SAP regarding the successful submission of the No Dues Request. A sample email is as follows –



**Step 5** – You should be able to view the progress of the request by clicking on the “In-Progress” hyperlink.

Request Number	Due Type	Student SR No.	Student Name	Creation Date	Date of Joining	Date of Leaving	Program of study	Acad. Year	Overall status
0000999	Final No Dues	05-01-06-11-12-13-1-10711	Suresh Valmiki	24.05.2022	01.08.2013	23.05.2022	Ph.D. (Engg) in Aerospace Engineering	2021-22	In-Progress

No Dues Approval Status	
Approval Level	App
DEPARTMENT CHAIR/ UG DEAN	IHD
HOSTEL - ASST. REGISTRAR, HOSTEL	AICI
UNIT VC (F&A) - SCHOLARSHIP/SAF LOAN	IHH
UNIT VC (F&A) - TUITION FEES	HAE
OFFICE OF DEVELOPMENT AND ALUMNI AFFAIRS (OD ...	800
JRD TATA MEMORIAL LIBRARY - LIBRARIAN	AAC
GYMKHANA - SENIOR SPORTS OFFICER	AAC
SERC - OFFICE, SERC	ICHI
DIGITS OFFICE	ICJK
UNIT VIB (F&A) - T A ADVANCES	HAE

Remarks

Request Number	Approver Name	Initiator Name	Action	Action Date	Comments	Review Action Required
0000999	IHHGKEHP GADLMLLK		INITIATED			
0000999	IHDKELK GAHGMHLH		INITIATED			
0000999	ICJCKIHJ GEDFMGNG		INITIATED			
0000999	ICHLKIII GEEEMGLP		INITIATED			
0000999	HABCMLIO CGEELEFG		INITIATED			
0000999	HABCMKMN CGJGLEFG		INITIATED			
0000999	AICDIKLG FGBJEMGH		INITIATED			
0000999	AADFKLL FGGEEHJ		INITIATED			
0000999	AACIFKMI FHDEEGM		INITIATED			
0000999	80005820 80005820		INITIATED			

Disclaimer: Only on complete approval from all the departments the refund will be initiated. After Full and Final settlement with outstanding dues if any, the final amount will be transferred to Student's Scholarship Bank Account.

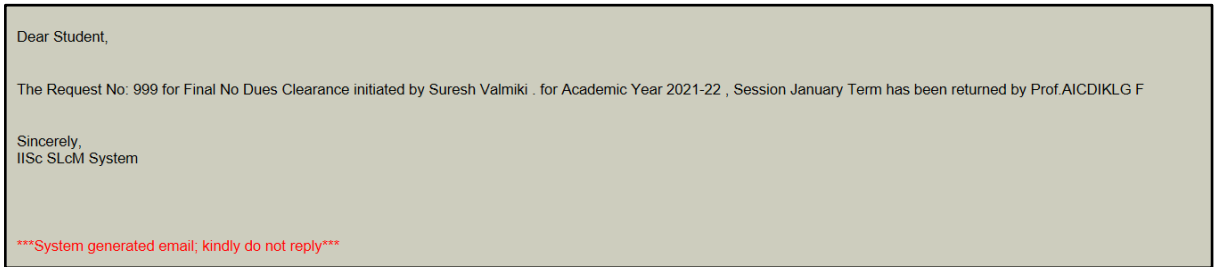
[Submit for Approval](#)

Request Number	Due Type	Student SR No.	Student Name	Creation Date	Date of Joining	Date of Leaving	Program of study	Acad. Year	Overall status
0000999	Final No Dues	05-01-06-11-12-13-1-10711	Suresh Valmiki	24.05.2022	01.08.2013	23.05.2022	Ph.D. (Engg) in Aerospace Engineering	2021-22	In-Progress

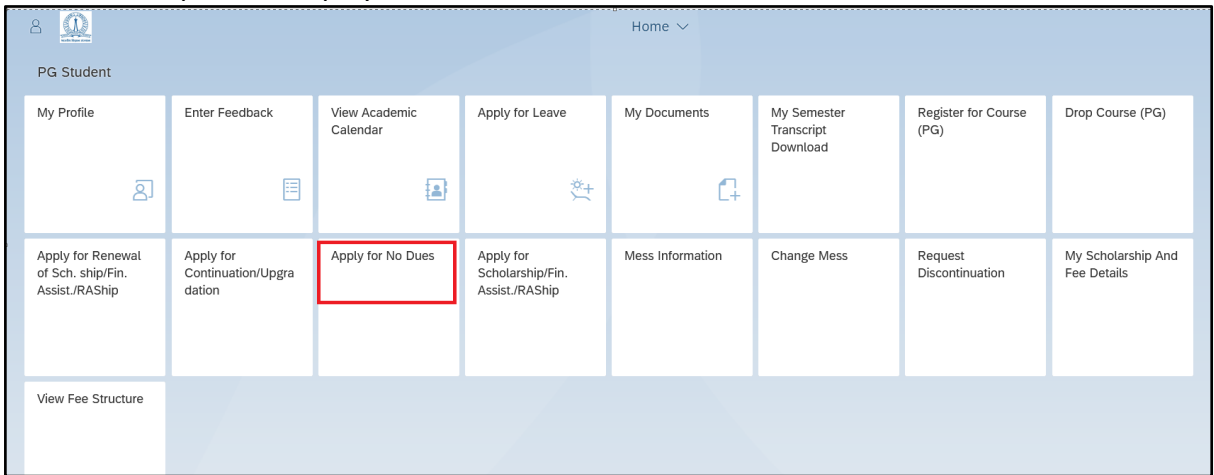
**Steps for responding to No Dues request sent back for REVIEW**

No Dues approval has a parallel workflow. In case, any further input is required from the student, the approver would be sending the request back to student for “REVIEW”. The student needs to provide the input and resubmit the request. No Dues clearance cannot be processed unless the student has resubmitted the request pending with them for review.

The student would receive an email alert if a request has been sent back for review. A sample email is as follows

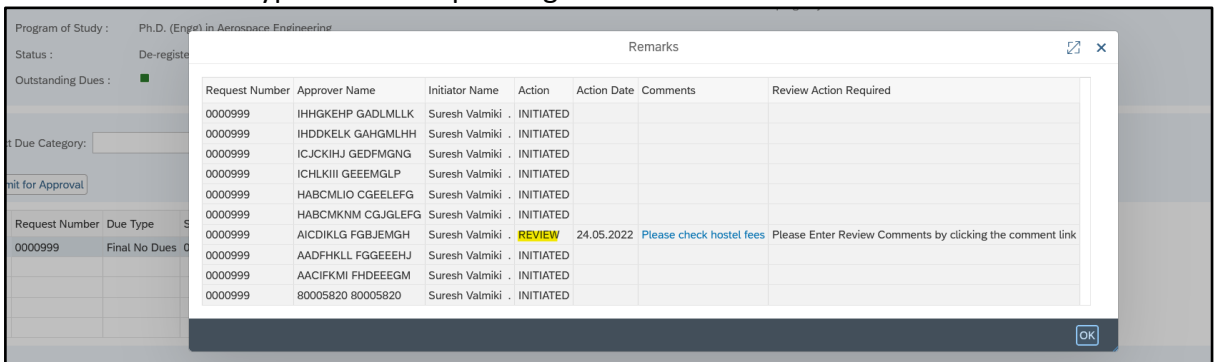


**Step 1-** To resubmit the request, the please click on the same tile, and click on the “In Progress” link for the submitted request as displayed.



Request Number	Due Type	Student SR No.	Student Name	Creation Date	Date of Joining	Date of Leaving	Program of study	Acad. Year	Overall status
0000999	Final No Dues	05-01-06-11-12-13-1-10711	Suresh Valmiki	24.05.2022	01.08.2013	23.05.2022	Ph.D. (Engg) in Aerospace Engineering	2021-22	In-Progress

On clicking the link, the following details are displayed about the action of the Approvers. The student may click on the Comments hyperlink corresponding to the “Review” Action.



On clicking the comments, following screen is displayed. The student will provide their comments and click on “Submit for Approval” to resubmit the request.

Remarks ✕

Please check hostel fees

Enter Review Justification in the comment box below and click on submit for approval button

OK

A success message would be displayed once the request is successfully resubmitted.

Remarks ✕

All  1

Request submitted successfully for review

Request Number	Approver Name	Initiator Name	Action	Action Date	Comments	Review Action Required
0000999	IHHGKEHP GADMLLLK		INITIATED			
0000999	IHDDKELK GAHGMLHH		INITIATED			
0000999	ICJCKIHJ GEDFMGNG		INITIATED			
0000999	ICHLKIII GEEEMGLP		INITIATED			
0000999	HABCM LIO CGEELEFG		INITIATED			
0000999	HABCMKNM CGJGLEFG		INITIATED			
0000999	AICDIKLG FGBJEMGH		REVIEW	24.05.2022	<a href="#">Please check hostel fees</a>	Please Enter Review Comments by clicking the comment link
0000999	AADFHKLL FGEEEHJ		INITIATED			
0000999	AACIFKMI FHDEEEGM		INITIATED			
0000999	80005820 80005820		INITIATED			

OK

Once all the departments approve the request, the progress status will change to “Completed”. The Academic Section, Department Office and the Finance Section will have access to the live status of the No Dues Request of all the students. Hence there is no need of No Dues Certificate.

Request Number	Due Type	Student SR No.	Student Name	Creation Date	Date of Joining	Date of Leaving	Program of study	Acad. Year	Overall status
<input checked="" type="radio"/> 0000999	Final No Dues	05-01-06-11-12-13-1-10711	Suresh Valmiki	24.05.2022	01.08.2013	23.05.2022	Ph.D. (Engg) in Aerospace Engineering	2021-22	Completed
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									
<input type="radio"/>									

**Common reasons for REVIEW**

SL No	Reason	Sent for Review by	Action to be taken by Student
1	Tuition fee not paid	Scholarship Section	Student needs to pay the tuition fee amount mentioned by the Scholarship Section in the review note and share the receipt with the Scholarship Section
2	Refund of Scholarship on Discontinuation of program	Scholarship Section	Student needs to refund the amount mentioned by the Scholarship Section in the review note and share the receipt with the Scholarship Section

<b>3</b>	Refund of Medical Insurance Premium on Discontinuation of program	Scholarship Section	Student needs to refund the amount mentioned by the Scholarship Section in the review note and share the receipt with the Scholarship Section
<b>4</b>	PMRF Recipients - No dues from Co-ordinator, PMRF-IISc office	Scholarship Section	PMRF recipients should obtain no dues from pmrf@iisc.ac.in of IISc
<b>5</b>	CSIR Scholarship Recipients - Informing CSIR about discontinuation	Scholarship Section	Recipients of CSIR Scholarship needs to provide consent of Academic section that CSIR is intimated in this regard and scholarship is de-activated in order to issue no dues.
<b>6</b>	Date of Leaving is incorrect	Scholarship Section, Hostel Office	Students should be careful while entering the Date of Leaving in the no dues application.