• 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.

온 <u>@</u> PG Student				Home ∨			
My Profile	Enter Feedback	View Academic Calendar	Apply for Leave	My Documents	My Semester Transcript Download	Register for Course (PG)	Drop Course (PG)
Apply for Renewal of Sch. ship/Fin. Assist./RAShip	Apply for Continuation/Upgra dation	Apply for No Dues	Apply for Scholarship/Fin. Assist./RAShip	Mess Information	Change Mess	Request Discontinuation	My Scholarship And Fee Details
View Fee Structure							

• The following screen should be displayed -

Selec	t Due Category:		✓ Acad	demic Year: 20	20-21 🗸 Da	ate of Joining: 0	1.08.2019 Fee	e Category: Gener	ral	
	Request Number	Due Type	Student SR No.	Student Name	Creation Date	Date of Joining	Date of Leaving	Program of study	Acad. Year	Overall status

• 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.

Select Due Category: Final No Dues	ar: 2021-22 V Date of Joining: 01.08.2019	Date of Thesis Submission:	Fee Category: General
* Date of Leaving: Reason for Leaving:	✓ * Enter Alumni User ID:		Click here to register
Note:- Fields Marked with (*) are Mandatory			
Date of Leaving will be considered as the last date of Scholars	ship Payment		
No Duce Approval Status			
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 departmer	nts the refund will be initiated. After Full and Final s	ettlement with outstanding dues if a	ny, 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 <u>Thesis Admin</u>. 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 <u>Date of Leaving</u> 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 Yea	r: 2021-22 V Date of Joining: 01.08.2019 D	Date of Thesis Submission: 08.12.2020	Fee Category: General
* Date of Leaving: 31.08.2021 📰 Reason for Leaving: C	ompleted Degree 🗸 * Enter Alumni User ID: st	tudent@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 Scholars	hip 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 departmer Scholarship Bank Account. 	its the refund will be initiated. After Full and Final sett	lement with outstanding dues if any, the fir	al amount will be transferred to Student's
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 –

Request for F	inal No Dues Clearance
Created	PHDSTUDENT
Dear Sir/Madam,	
Your Request No	: 999 for Final No Dues Clearance for Academic Year 2021-22 January Term has been submitted successfully and is pending for further approval(s).
Sincerely, IISc SLcM Syster	n
System genera	ated email; kindly do not reply

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.	Stu	udent Name	Creation	Date Date of	Joining	Date of Lea	ving Program	n of study			Acad. Year	Overall st
•	0000999	Final No Du	ues 05-01-06-1	-12-13-1-1	0711 Su	resh Valmiki	. 24.05.20	022 01.08.2	013	23.05.2022	Ph.D. (I	Engg) in Aer	ospace B	Engineering	2021-22	In-Progres
_					_											
No	Dues Approval Sta	atus														
Appr	oval Level			Арр									- 7	-		
DEP	ARTMENT CHAIR/ UG	DEAN		IHDI				Re	marks				2	×		
HOS	TEL - ASST. REGISTR	AR, HOSTEL		AICI												
UNIT	VC (F&A) - SCHOLA	RSHIP/SAF LOA	IN	IHH Reque	est Numbe	r Approver Na	me	Initiator Name	Action	Action Date	Comments Re	view Action Re	equired			
UNIT	VC (F&A) - TUITION	FEES		HAE 00009	199	IHHGKEHP G	ADLMLLK		INITIATED	1						
OFFI	CE OF DEVELOPMEN	IT AND ALUMN	AFFAIRS (OD	800 00009	199	IHDDKELK G	AHGMLHH		INITIATED							
JRD	TATA MEMORIAL LIBI	RARY - LIBRAR	IAN	AAC 00009	199	ICJCKIHJ GE	DFMGNG		INITIATED							
GYM	KHANA - SENIOR SP	ORTS OFFICER		AAC 00009	199	ICHLKIII GEE	EMGLP		INITIATED							
SER	C - OFFICE, SERC			00009	199	HABCMLIO C	GEELEFG		INITIATED							
DIGI	TS OFFICE			00009	199	HABCMKNM	CGJGLEFG		INITIATED							
UNIT	VIB (F&A) - T A ADV	ANCES		HAE 00009	199	AICDIKLG FO	BJEMGH		INITIATED	1						
- Red	west to Defund Statut	tons and Library	Deposit	00009	199	AADFHKLL F	GGEEEHJ		INITIATED							
- nec	acise to Refund Statu	tory and clorary	Deposit	00009	199	AACIFKMI FH	IDEEEGM		INITIATED							
isclair	ner: Only on complete	e approval from	all the department	s the 00009	199	80005820 80	005820		INITIATED							
cholar	ship Bank Account.								_					2		
	4 4												0	۲ L		
submi	t for Approval															
	Request Number Due	e Type Stu	dent SR No.	Studen	t Name	Creation Date	Date of Joini	ng Date of Leavi	ng Progra	m of study		Acad. Year	Overall	status		
0	0000999 Fin	al No Dues 05-	01-06-11-12-13-1-1	0711 Suresh	Valmiki	24.05.2022	01.08.2013	23.05.2022	Ph.D. (Engg) in Aeros	space Engineeri	ng 2021-22	In-Progr	ess		
	1000000			or an our com	· · · · · ·		02100/2020	20.00.2022			share TuBueeu	-D	105			

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

Dear Student,
The Request No: 999 for Final No Dues Clearance initiated by Suresh Valmiki . for Academic Year 2021-22 , Session January Term has been returned by Prof AICDIKLG F
Sincerely, IISc SLcM System
System generated email; kindly do not reply

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.

8							Home \sim					
P	G Student											
N	ly Profile	Enter Feed	dback	View Academ Calendar	ic Appl	y for Leave	My Docum		/ly Semester ranscript Jownload	Register for Cours (PG)	se Dro	op Course (PG)
A o' A	pply for Renewal f Sch. ship/Fin. ssist./RAShip	Apply for Continuati dation	ion/Upgra	Apply for No	Dues Appl Schc Assis	y for Ilarship/Fin. st./RAShip	Mess Inforr	nation	Change Mess	Request Discontinuation	My Fe	Scholarship And e Details
V	iew Fee Structure											
	Request Number	Due Type	Student SR N	۱o.	Student Name	Creation Date	Date of Joining	Date of Leavin	g 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 Aero	ospace 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.

Status: Deregia Outstanding Dues: Image: Status: Request Number / Approver Name Initiator Name Action Action Comments Review Action Required 1 Due Category: Image: Status: Image: Status: Image: Status: Image: Status: Image: Status: Review Action Required Image: Status: Review Action Required Image: Status: Review Action Required Image: Status: Image: Status: Image: Status: Review Action Required Image: Status: Image: Status: Image: Status: Image: Status: Review Action Required Image: Status: I	
Outstanding Dues: Request Number Approver Name Initiator Name Action Action Date Comments Review Action Required t Due Category: 0000999 IHHGKEHP GADLMLLK Suresh Valmiki INITIATED <	3 ×
t Due Category: 0000999 IHHGKEHP GADLMLLK Suresh Valmiki INITIATED Gal Ga	
t Due Category: t Due Category: bit for Approval: ref or Approval: t Due Type 0000999 kHaC/KLI GEELMGH Suresh Valmiki . NITATED 0000990 kHaC/KLI GEELMGE Suresh Valmiki . NITATED 0000990 kHaC/KLI GEELMGH Suresh Valmiki . NITATED 0000990 kHaC/KLI GEELMGH Suresh Valmiki . NITATED 0000990 AADFHKLI FGGEEEMG Suresh Valmiki . NITATED 0000990 AADFHKLI FGGEEMG SURESH SURESH SURESH SURESH SURESH VALMIKI . NITATED 0000990 AADFHKLI FGGEEMG SURESH SURES	
Not Category: 0000999 ICJCKIHJ GEDFMGNG Suresh Valmiki . INITIATED nit for Approval 0000999 ICHLKIII GEEEMGLP Suresh Valmiki . INITIATED Request Number Due Type 0000999 HABCMLIO CGELEFG Suresh Valmiki . INITIATED 0000999 Final No Dues 0 0000999 AlCDIKLG FGBJEMGH Suresh Valmiki . INITIATED 0000999 Final No Dues 0 0000999 AlCDIKLG FGBJEEHJ Suresh Valmiki . REVIEW 24.05.2022 Please check hostel fees Please Enter Review Comments by clicking the comment link 0000999 AADFHKLL FGGEEEHJ Suresh Valmiki . INITIATED Please Check hostel fees Please Enter Review Comments by clicking the comment link 0000999 AADFHKLL FGGEEEHJ Suresh Valmiki . INITIATED Please Check hostel fees Please Enter Review Comments by clicking the comment link	
Int for Approval 0000999 ICHLKIII GEEEMGLP Suresh Valmiki INITIATED Request Number Due Type 4 ABC/ML/O CGEELEFG Suresh Valmiki INITIATED 0000999 Final No Due Final No Due ACDIFKLI FGGEEEHJ Suresh Valmiki INITIATED 0000999 Final No Due Final No Due ACDIFKLI FGGEEEHJ Suresh Valmiki REVIEW 24.05.202 Please Check hostel fees 0000999 AACIFKMI FHDEEEGM Suresh Valmiki INITIATED INITIATED	
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Request number Doe Type AICDIKLG FGBJEMGH Suresh Valmiki REVIEW 24.05.202 Please check hostel fees Please Enter Review Comments by clicking the comment link 0000999 Final No Dues 0 0000999 AADFHKLL FGGEEEHJ Suresh Valmiki INITIATED Please check hostel fees Please Enter Review Comments by clicking the comment link 0000999 AACIFKMI FHDEEEGM Suresh Valmiki INITIATED	
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0000999 AACIFKMI FHDEEEGM Suresh Valmiki . INITIATED	
0000999 80005820 80005820 Suresh Valmiki . INITIATED	

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

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

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All 🗹 1																																												
Request sub	mitted succesfully for review	ew																																										
Request Number	Approver Name	Initiator Name	Action	Action Date	Comments	Review Action Required																																						
0000999	IHHGKEHP GADLMLLK		INITIATED																																									
0000999	IHDDKELK GAHGMLHH		INITIATED																																									
0000999	ICJCKIHJ GEDFMGNG		INITIATED																																									
0000999	ICHLKIII GEEEMGLP		INITIATED																																									
0000999	HABCMLIO CGEELEFG		INITIATED																																									
0000999	HABCMKNM CGJGLEFG	à	1		1																																			i INITI/	INITIATED			
0000999	AICDIKLG FGBJEMGH								REVIEW 24.05.	24.05.2022	Please check hostel fees	Please Enter Review Comments by clicking the comment link																																
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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
۲	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

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

3	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
4	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
5	CSIR Scholarship Recipents - 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.
6	Date of Leaving is incorrect	Scholarship Section, Hostel Office	Students should be careful while entering the Date of Leaving in the no dues application.