



No.1.1/SPAV/Exams/2023-24/010

Dated: 25.04.2024

CIRCULAR

Sub: "No Dues Clearance for Completion of Studies in SPA Vijayawada"

It is hereby informed to all the *final semester students* of UG, PG & Ph.D Programmes, that - all are required to submit the "No Dues Form for Completion of Studies" (enclosed as 'Annexure A & B' to this circular) to their respective Department Office after submission of signed Thesis Final Reports, clearing all the financial and academic dues, after obtaining signatures of all sections related officers and concerned HoD.

As per our Academic Regulations, if the 'No Dues Form for Completion of Studies' is incomplete in any manner, is not fully signed and/or not submitted, it may lead to withholding of the final results, the final semester marks sheets & withholding of the Provisional Degree Certificate of the concerned student.

Therefore, it is advised to submit the completely signed form to the Department where a student is studying, after completion of Exams and before finally leaving the campus/hostel after completion of programme of studies during A.Y 2023-2024.

This is issued with the approval of the Competent Authority.

Dean Academic

To:

1. Head, Dept of Arch – for circulation to all Final Year students
2. Head, Dept of Planning – for circulation to all Final Year students

Copy:

1. Director, for kind information please
2. Registrar, for kind information please
3. Controller of Examinations, SPAV
4. All Deans/ HODs/ Section Heads
5. FI (CC) & IT Section – to upload the same on the Institute website.

Enclosed:

- Annexure A. 'No Dues Form for Completion of Studies - Architecture'
Annexure B. 'No Dues Form for Completion of Studies – Planning'



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा

School of Planning and Architecture, Vijayawada

An Institute of National Importance, Ministry of Education, Govt. of India

Sy.No. 4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh

Annexure A - Architecture

NO DUES FORM (for Completion of Studies)

(for UG, PG, & PhD Students of Final Semester – to be submitted to Head of Department, before the student leaves campus/hostel after completion of Programme)

Date: ___/___/20___

Name of the Student : _____
Registration No : _____
Course : **B.Arch.** / **M.Arch. (SA/ LA/ AC)** / **MBEM** / **MUD** / **Ph.D (Please tick)**
Semester : Odd / Even (Please tick)
Academic Year : 20___ - ___

Certified that the student named above has returned the materials and paid all the school dues in respect of:

S. No.	Particulars	Name of the in-Charge	Signature with Date
1	Library	Dr. Y.S. Rao	
2	Hostel	Chief Warden	
3	Mess	Ar. Deepak Kumar	
4	Accounts (School Fees due)	Accounts Section	
5	Anti Ragging Committee	Mr. Karthik Ch.	
6	Sports/Musical Instruments	Dr. Prashanti Rao/ Dr. Srinivas D / Mr. P. Santhosh Kumar	
7	Art Lab	Mr. P Santhosh Kumar / Ar. Pushpendra Kumar	
8	Climatology/Energy Studies/Acoustic Lab	Dr. Lilly Rose A/ Dr. Faiz Ahmed Ch	
9	Structures /Material Testing/ Survey Lab	Dr. P. Siva Prasad	
10	Conservation Lab	Ar. Sanjay Bhandari	
11	Landscape Lab	Dr. Banu Chitra	
12	Material and Construction Lab	Ar. Ch. Karthik	
13	Central Computer Lab	Dr. Uma Sankar B / Mr. K M Govindan	
14	Construction Yard	Ar. Kapil Natawadkar /Ar. Deepak/ Ar. Sanjay Bhandari	
15	Model Making and Carpentry Workshop	Ar. Pushpendra Kumar/ Mr. Santhosh Kumar P/ Ar. Madhava Rao T	
16	M.B.E.M. Lab	Dr. Kranti Kumar M	
17	Thesis (Soft, Hard copy & Similarity Index)	Respective Thesis Coordinators	

Instructions: 1. The student is required to submit the duly filled 'No Dues' form to their respective Head's of the Department before leaving the campus/hostel; 2. The results of a student and final Semester marksheet & Provisional Certificate of Degree may be withheld if the duly filled and signed 'No Dues Form' is not submitted. (Refer A.O. 6.17(UG) and AO.6.16(PG&PhD), 3. If you are not engaged with any of the above Lab, mention N.A

(Signature of the Student)

Signature of Head, Dept. of Architecture



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Sy.No. 4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh

BANK DETAILS FOR REFUND OF SECURITY DEPOSIT

Name As Per Bank A/c	
Name of the Bank	
Bank A/c No	
Branch Particulars	
Branch IFSC Code	
Students E-mail	
Student Mobile No.	
Student Father/Mother's Mobile No. and Contact details	
Correspondence / Permanent Address	

Date:

(Signature of the Student)

FOR OFFICE USE ONLY (ACCOUNTS)

Following are the Particulars of refundable deposit (after adjustment of dues, if any):

Sl.No	Name of deposit	Amount (Rs.)	Remarks (If Any)
	Total		

Dealing Assistant

Assistant Registrar

Registrar



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Annexure B - Planning

NO DUES FORM (for Completion of Studies)

(for UG, PG, & PhD Students of Final Semester – to be submitted to Head of Department, before the student leaves campus/hostel after completion of Programme)

Date: ___/___/20___

Name of the Student : _____

Registration No : _____

Course : **B.Plan.** / **M.Plan (URP / EPM / TP)** / **Ph.D (Please tick)**

Semester : Odd / Even (Please tick)

Academic Year : 20___-___

Certified that the student named above has returned the materials and paid all the school dues in respect of:

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3	Mess	Ar. Deepak Kumar	
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5	Anti-Ragging Committee	Mr. Karthik Ch.	
6	Sports/Musical Instruments	Dr. Prashanti Rao / Dr. Srinivas D / Mr. P. Santhosh Kumar	
7	Environmental Lab	Ms. Ekta	
8	GIS Lab	Dr. Naina Gupta	
9	Transportation Lab	Dr. Naina Gupta	
10	Central Computer Lab	Dr. Uma Sankar B / Mr. K M Govindan	
11	Thesis (Soft, Hard copy & Similarity Index)	Respective Thesis Coordinators	

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(Signature of the Student)

Signature of Head, Dept. of Planning



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Name As Per Bank A/c	
Name of the Bank	
Bank A/c No	
Branch Particulars	
Branch IFSC Code	
Students E-mail	
Student Mobile No.	
Student Father/Mother's Mobile No. and Contact details	
Correspondence / Permanent Address	

Date:

(Signature of the Student)

FOR OFFICE USE ONLY (ACCOUNTS)

Following are the Particulars of refundable deposit (after adjustment of dues, if any):

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Dealing Assistant

Assistant Registrar

Registrar