



STANDARD CLEARANCE FORM

This form must be submitted to the Registrar Office at the time of leaving the University during the issue of release order. Concerned authorities should give no dues clearance.

Name of the Student:

ID No.:

School:

Program:

Branch/Stream:

Mobile No.:

Hosteller: ☐

Day Scholar: ☐

Signature:

SI No	Authorities	Details	Signature
1	Advisor/Coordinator/HOD	No dues outstanding	
2	Library	No books or publication outstanding in his/her name, issued by library	
3	Finance Department	No dues (Tuition/Hostel/Transport Fees)	(Finance & Accounts Officer)
4	Director of Student Affairs	No dues in respect of KU Club activities or any other	(DSA)
5	Medical Clinical Centre	Cleared in all respects	(Medical Officer)
6	Central Store	Furniture & any non-consumable stores outstanding in his/her name	(Store Officer)
7	Laboratory Supervisor of Concerned Laboratory	No dues from any aspects concerned the laboratory use	(Lab Supervisor)
8	Workshop Supervisor	No dues from any aspects concerned the workshop use	(Workshop Supervisor)
9	Dean	Cleared from the School	(Dean)
10	KU Hostel	Hostel No: has been vacated by him/her on with all articles provided	(Warden)
11	Registration	Registration process and related matters are cleared in all respects	(Deputy Registrar)
12	Registrar	Cleared in all respects and recommended for release	(Registrar)

ACKNOWLEDGEMENT

Mr./Ms. _____ ID No. _____

Program _____ Semester _____ has cleared all

dues and recommended for release

Assistant Registrar / Deputy Registrar