

I _____ registration # _____ of _____ program, have completed all degree requirements. Please issue cheque in favor* of _____

**Cheque will be issued in the name of student or parents only which must be picked up within six months of issue date, after which the cheque will be forfeited.*

Student Cell #: _____ Email ID: _____

Student (Sign & Date)

For Office Use Only (Do not write below this line)

Executive Development Center (EDC Office)

Alumni database entry made

One passport size picture for SAGA Card

EDC Manager (Sign & Date)

Library

No outstanding dues :

Remarks: _____

Librarian (Sign & Date)

Academics Office

Publication's Requirements (for PhD) Remarks: _____

Academic Controller (Sign & Date)

Computer Lab

Lab Domain Account is disabled

Remarks: _____

Software copyright submitted
(for BS-Computing/ MCS only)

Lab Administrator (Sign & Date)

Media Cage & Studio

No Outstanding Equipment

Remarks: _____

No reimbursement/ repair required

Media Activity Supervisor (Sign & Date)

Zab Media Festivals (ZMF) Participation

Program Manager / Head of Dept. (Sign & Date)

Admissions Office

GAT Score (for MS/PhD) submitted Remarks: _____

IBCC equivalency submitted (Batch 2014 and onwards): Yes No

HEC equivalency / verification submitted (Batch 2014 and onwards): Yes No

Sr. Manager Admissions (Sign & Date)

Finance Office

Security Deposit			Printing & other Charges		
Other Payables			Library Dues		
			Degree & Gown Fee		
Total Payable			Total Receivables		

Payable Rs. _____ paid vide cheque number _____ dated _____

Receivable Rs. _____ paid vide challan number _____ dated _____

Finance Officer (Sign & Date)

Note: Validity of clearances date is **ONE** month. Records Office will not accept this form, if the clearances are more than a month old at the date of submission.

Records Office

The student has submitted the Degree Claim Form

Graduating Student Survey Form sent to IR

Records Department (Sign & Date)

Sr. Controller Records (Sign & Date)

STUDENT RECEIVING (After Collection of Transcript)

All information reported on Final Transcript and Pass Certificate is checked and does not require any corrections.

Received by: _____ Sign & Date: _____