

ACADEMIC SECTION
NATIONAL INSTITUTE OF TECHNOLOGY, SILCHAR

No. Acad-28/13

Date: 05.05.2022

NOTICE

ATTENTION: ALL OUTGOING STUDENTS (UG & PG)

This is for information to all outgoing students (UG & PG) that they are to take following steps by 25th May 2022 positively before leaving the Institute.

1. Duly filled in **FINAL CLEARANCE** signed by heads of the concerned Deptt/Section/Hostels/Library/Accounts and **DATA SHEET** giving all required information complete in all respect should be **submitted to the Exam Cell, New Gallery, First Floor.**
2. Final Clearance Form & Data Sheet Form is enclosed.
3. They are to provide their **personal Bank Account numbers** (SBI NIT Branch or any other branch) in Data Sheet (Father/mother/other account number should not be given). This is required for depositing their Caution Money in the bank account. They are not to close their accounts till the deposits from NITS are made.


Dean Academic

Copy for information / necessary action to:-

1. PA to Director for kind information of the Director.
2. Registrar for information
3. All Deans/ HODs/Librarian
4. Institutes website.
5. IC Accounts/ IC Estate

ACADEMIC SECTION
NATIONAL INSTITUTE OF TECHNOLOGY : SILCHAR
DATA SHEET OF FINAL SEMESTER STUDENTS
TO BE FILLED IN CAPITAL LETTERS

Recent
passport
size
photograph
to be affixed

1. Name of Student

2. Other Details :

Registration No.	Semester	B.Tech/M.Tech/M.sc/MBA/Ph.D,	Hostel No.	Room No.

3. Father's Name.....

4. Mother's Name.....

5. Address for communication and sending of Certificates etc (*In block letters*) :

Address in Details :	
Post Office :	State :
District :	Pin Code :

6.

Phone No. (Land Line)	Mobile No. (Self)	E-mail ID

7. Permanent Residential Address :

Address in Details :	
Post Office :	State :
District :	Pin Code :

8.

Year of Admission	Branch	Yr. & month of Final semester exam	Yr. & month of passing out	Whether result declared after convocation

9. Account No (Self Only) :

*Bank Account No. (State Bank of India only)	Name of Branch with location & Branch Code

** (Please do not close the account, till you receive the caution money)*

10. Indicate willingness to attend Convocation
(Tick the box)

Yes

No

I certify that the statements are true to the best of my knowledge and belief.

Date

Full Signature of the Student

ACADEMIC SECTION
NATIONAL INSTITUTE OF TECHNOLOGY : SILCHAR
 (AN INSTITUTE OF NATIONAL IMPORTANCE)
FINAL CLEARANCE CERTIFICATE
 (ISSUED TO THE OUT-GOING STUDENT ONLY)

1. Name of Student

2. Other Details :

Registration No.	Semester	B.Tech/M.Tech/M.Sc./MBA/Ph.D	Hostel No.	Room No.

Consequent upon receipt of all materials from the aforesaid out-going student, the undersigned hereby issues the Final Clearance in favour of him/her from this Department/Section for release of all his/her Certificates, other documents, all deposits and scholarship etc. from this Institute. The undersigned has no demand against this student any more.

Sl. No.	Name of the clearing Department/Section/Branch etc.	Signature of the concerned head (only head is to sign here)	Date
1	Civil Engineering		
2	Mechanical Engineering		
3	Electrical Engineering		
4	Electronics & Communication Engineering		
5	Computer Science & Engineering		
6	Electronics & Instrumentation Engineering		
7	Management Studies		
8	Physics		
9	Chemistry		
10	Mathematics		
11	Humanities & Social Science		
12	Workshop		
13	Training & Placement		
14	Dean S/W		
15	Central Library		
16	NCC/NSS/NSO (For B.Tech Students only)		
17	Central Store/Purchase cell		
18	Accounts Section		
19	Estate Section		

20.	FOR BOYS - ALL BOYS HOSTELS* (To be signed by the Wardens with date)				
	Hostel - 1	Hostel - 2	Hostel - 3	Hostel - 4	Hostel - 5
SIGN.					
DATE					
	Hostel - 6	Hostel - 7	Hostel - 8	PG Hostel	Married Scholar Hostel (MSH)
SIGN.					
DATE					
21.	FOR GIRLS ** (To be signed by the Wardens with date)				
	GIRLS HOSTEL - 1	GIRLS HOSTEL - 2	GIRLS HOSTEL - 3		
SIGN.					
DATE					

- * Boys need not obtain clearance from Girls Hostels.
- ** Girls need not to obtain clearance from Boys Hostels.

Important : After having signature from all, student may retain a xerox copy of the same with him/her before submitting it to Acedemic Section.

Date :

Full Signature of the Student