



# Indian Institute of Science

## No Dues Certificate

### No Dues Certificate Portal Student User Guide

Version 1.0

30<sup>th</sup> June, 2020

Prepared By

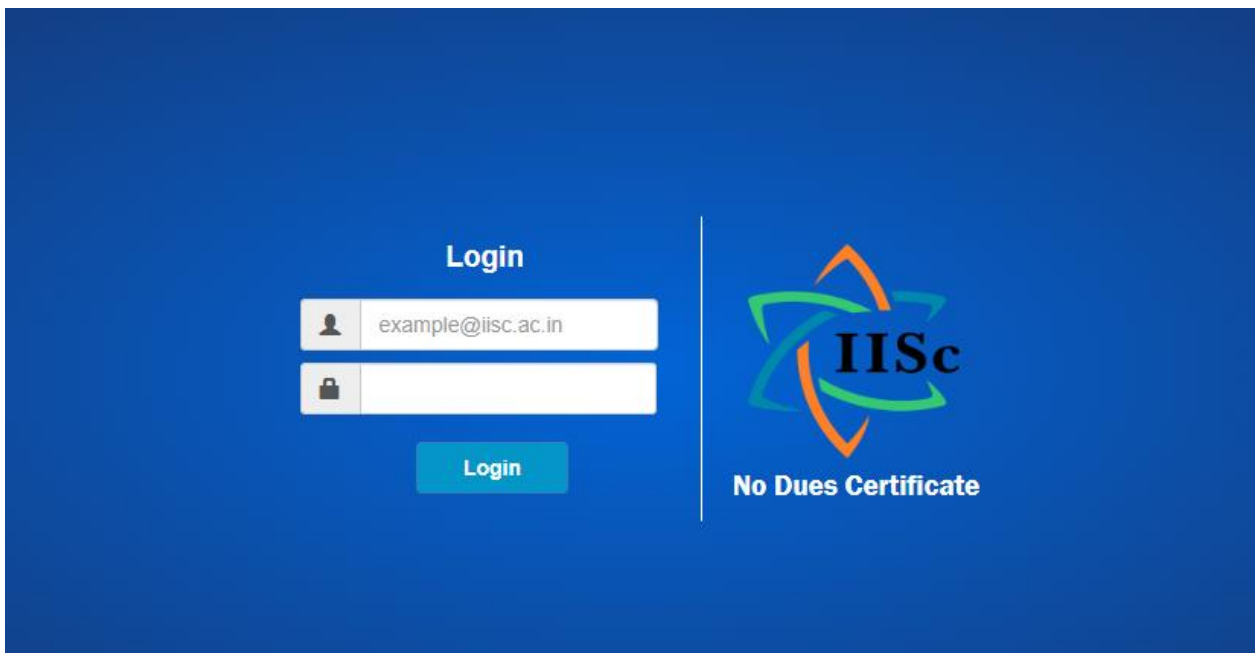
Digital Campus & IT Services (DIGITS)

# 1. Introduction

This document illustrates the procedure for students to request for No Dues Certificate through the No dues portal.

## 2. Procedure

1. Visit the portal <https://nodues.iisc.ac.in>



The screenshot shows a login interface on a blue background. On the left, there is a 'Login' section with two input fields: the first contains 'example@iisc.ac.in' and the second is empty. Below these fields is a blue 'Login' button. On the right, there is the IISc logo, which consists of three interlocking loops in orange, green, and blue, with the text 'IISc' in the center. Below the logo, the text 'No Dues Certificate' is displayed.

2. Login using your IISc email credentials, you will be redirected to Home page of the application where you can request for the No Dues Certificate.



The screenshot shows a form titled 'Request for No Dues Certificate'. At the top, there is a header bar with the following information: 'PONNI MARIET GEORGE', 'Ph D Engineering', and 'Dept of Civil Engineering'. Below this, there is a row with '05-05-02-10-12-14-1-11569' and 'Date of Joining: Aug 01 2014'. The main form area contains two fields: 'Tentative date of Leaving the Institute' with a date picker and 'Reason for Leaving' with a dropdown menu showing '--Select--'. Below these fields is a checkbox with the text: 'I, PONNI MARIET GEORGE, hereby certify that to the best of my knowledge, have no dues towards the Institute, as on the date of my leaving the Institute. Incase any due is found at a later date, I hereby give my consent to pay the due to the Institute immediately.' At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. Below the buttons, it says 'Developed by DIGITS, IISc'.

3. Choose the tentative date of leaving the Institute from the date picker and select the Reason for Leaving the Institute. Check the declaration check box and click on **Submit** button to submit the request.

4. Once after the request is submitted, you can view your NDC request status in the table as shown in the image below,

Your NDC status		
Departments	Status	Remarks
Dept of Civil Engineering	●	Pending for review
Hostel	●	Pending for review
Library	●	Pending for review
Gymkhana	●	Pending for review
Unit V C (Tuition Fee)	●	Pending for review
Unit V C (Scholarship/SAF Loan)	●	Pending for review
Unit VI B (F&A) - TAAdvances	●	Pending for review
SERC	●	Pending for review
ODAA	●	Pending for review
DIGITS	●	Pending for review

### 3. NDC Re-submission process

The respective department will update the status of the dues towards your request and you can see the same in your dashboard.

If you owe any dues to the department, then you can submit your dues to the department and Re-submit the NDC request to the respective department by clicking on the **Re-submit** button towards the department remarks as shown in the image below,

Your NDC status		
Departments	Status	Remarks
Dept of Civil Engineering	●	The student owes Rs 525 to the Department. The student has surrendered the ID card. <b>Comments: There are dues towards the student.</b> <a href="#">Re Submit</a>
Hostel	●	The student owes no dues to the hostel as on . The student has vacated the hostel on . <b>Comments: No dues towards the student.</b>
Library	●	Pending for review

### 4. Download No Dues Certificate

Once after all the departments have updated the status of the dues towards your request, if the status from all the departments is indicated by green color, then you can click on the **Download NDC** button to download the **No Dues Certificate**.

#### Request for No Dues Certificate

<b>PONNI MARIET GEORGE</b>	Ph D Engineering	Dept of Civil Engineering
05-05-02-10-12-14-1-11569	Date of Joining: Aug 01 2014	

Tentative date of Leaving the Institute

Reason for Leaving

I, PONNI MARIET GEORGE, hereby certify that to the best of my knowledge, have no dues towards the Institute, as on the date of my leaving the Institute. In case any due is found at a later date, I hereby give my consent to pay the due to the Institute immediately.

[Download NDC](#)