



BVDU's POONA COLLEGE OF PHARMACY, ERANDWANE, PUNE -38
NO-DUE CERTIFICATE POLICY

PCP/Policy/05/April 2018

Date of implementation : 01-04-2018

Date of improvisation : 05-09-2019

Concept:

No-due certificate is essential document for providing course completion formalities like issuing Transfer Certificate or course completion certificate. Mostly, it is collected by an individual student after successful completion of the course and sometimes in mid of course as special case. It is felt to improve the practice of producing no-due certificate by the concerned student as and when he applies for issuing TC. When an alumnus from initial batches wants to apply for TC, he has to take many signatures on no-due form. It was not only difficult to find old records but very inconvenience and awkward to senior alumni. Thus aim of the policy is to ease the process of submission of no-due certificate.

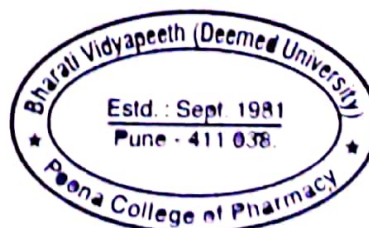
Objective:

- 1) Ease the process of issuing course completion certificate / TC.
- 2) Avoid the time and inconvenience to find old records and thus improve accuracy of practice.
- 3) To complete all the dues in time on the last working day of the course of that particular student.

Working:

- 1) Immediately after completion of the examination of last year of the course/before submission of PG or PhD thesis/ before issuing final year mark-list the student has to submit no-due form, paying the remaining fees or depositing books or any other college property.
- 2) The administrative officer has to preserve no-due forms of all the students of that particular academic year, class wise and roll number wise as document of the office.
- 3) Final Year Mark-list/ Provisional degree certificate / TC will be issued only after submission of the No-due / clearance form.
- 4) For the ex-students of previous batches, the working committee In-charge / Heads prescribed in no-due form has to submit no-due details of all previous years to the administrative officer and accordingly the administrative officer should write remark on no-due form and take necessary action.
- 5) Format of No-Due form is attached herewith.

Admin. officer	Vice Principal	Vice Principal	Principal





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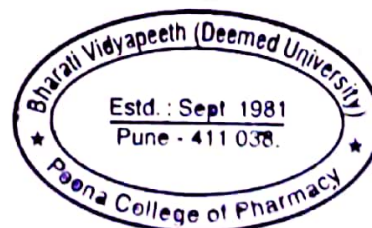
BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)
POONA COLLEGE OF PHARMACY, PUNE 38
NO DUES / CLEARANCE FORM - FOR ISSUE OF T.C./L.C.

Full Name of the Student :Course.....Passing Year : 20 - 20
Admission Year : 20 - 20

(for B.Pharm. students - if admitted directly to 2nd year B.Pharm. – Yes / No)

(Pharm.D. (PB) students should particularly mention their Course as 'Pharm.D.(PB)')

Sr.No	Particulars	Name	Remarks	Signature
1	Attendance	Class Teacher	Dues / No Dues	
2	Office Dues	Mr. N. A. Mandake	Dues / No Dues	
3	T.C.	Mr. Pradeep Patil	Dues / No Dues	
4	Library	Dr. Vishwas Mohite	Dues / No Dues	
5	Project Report for Final Year B. Pharm. / Pharm.D. M.Pharm. / Ph.D./ Internship of Pharm.D.	Name of Guide/ Preceptor -----	Dues / No Dues	
6	Breakage / Store	Mr. D. J. Joshi	Dues / No Dues	
7	Sports	Dr. Sharvil S. Patil	Dues / No Dues	
9	Alumni	Dr. Sharvil S. Patil	Dues / No Dues	
10	NSS	DR.R.N.Kamble	Dues / No Dues	
11	Laboratories for M. Pharm. / Ph.D.	1) Pharmaceutics	Dues / No Dues	
		2) Pharm. Chemistry	Dues / No Dues	





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	3) Pharmacology	Dues / No Dues	
	4) Pharmacognosy	Dues / No Dues	
	5) Quality Assurance Tech	Dues / No Dues	
	6) Pharm. Biotechnology	Dues / No Dues	
	7).Drug Regulatory Affairs	Dues / No Dues	
	8) Pharmacy Practice	Dues / No Dues	

- Student should submit No Dues Clearance Certificate before declaration of Final Year result / submission of internship certificate / M.Pharm. or Ph.D. thesis.
- Final Mark list / Provisional Degree certificate will be issued only after submission of Clearance Certificate to Examination Section.
- The collective reports of the particular class will be remained with T.C. officer.

Date: / /

Signature of the student

Email:-

Ph. No.:

Address: _____

