



DE PAUL COLLEGE, MYSORE

Affiliated to Mandya University

AICTE Approved / Recognized under UGC 2(f)

Enlightening to Empower

03/12/2025

CIRCULAR – NO DUES FORM SUBMISSION

Dear Students,

This is to inform all students that the **No Dues Form** must be completed and submitted **before** the issue of **Hall Tickets**. Please follow the steps given below:

Steps to Complete the No Dues Process

1. **Collect the No Dues Form** from **Mrs. Krishnaveni (Office)**.
2. Visit all the **concerned departments/offices listed in the form** and obtain the required **signatures**:
 - Department- **HoD**
 - Library – **Sr. Joshna**
 - Laboratory (if applicable) **Mrs. Roch**
 - Accounts Office- **Mr. Jackson**
 - Examination Cell- **Mrs. Krishnaveni**
 - Hostel Warden (if applicable) – **Mr. Girish**
 - Sports Department- **Mr. Joshva**
3. Ensure that **all dues are fully cleared** in each section.
4. After completing all signatures, **submit** the filled **No Dues Form** back to **Mrs. Krishnaveni in the office**.

Important Note

- **Hall Tickets will be issued only after the No Dues Form is verified and accepted.**
- Students with pending dues or incomplete forms **will not be permitted** to receive their hall tickets.

All students are instructed to complete this process **at the earliest** and avoid last-minute inconvenience.

By Order

Principal

Principal

De Paul College

Belagola PO - 571606

Srirangapatna Taluk, Mandya Dist.

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