



REGISTRAR

ANNA UNIVERSITY

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Urgent

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Circular No.: KDC/UD/Issue of No Dues/ 2016-17

Date: 30.03.2017

AC-14/13/22
Data centre.

All H.O.D/
Directors.

supdt
AR/12

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CIRCULAR

Sir,

Sub: Online Processing of No Dues Certificate from current semester – Reg.

Ref: Minutes of Meeting of Registrar and all Deans Meeting dated 03.03.2017.

The Online Processing of No Dues Certificate for the Students and disbursal of Caution Deposit was entrusted to Knowledge Data Centre as per the above cited reference. KDC has developed the online processing system for No Dues Certificate for the students and which shall be put to use with immediate effect. In this regard, all the Deans of Campuses shall direct their respective Heads of Departments to implement the following procedure for No Dues Processing and enable the disbursal of Caution Deposit at the earliest.

Online No Dues Processing System Procedure:

1. Activity to be performed by the respective Office of the Head of Department:
 - a. The Office of the Head of Department shall enter the required details of the Lab/Unit using the URL: https://www.aukdc.edu.in/labentry_hod
 - b. The Office of the Head of Department shall assign a No Due Faculty In-charge who shall be the in-charge for clearing dues of that respective lab assigned
 - c. The Office of the Head of Department shall use the login credentials already provided for this purpose and once the entered details are locked (freeze) they cannot be altered
2. Activity to be performed by the No Due Faculty In-charge:
 - a. The No Due Faculty In-charge shall enter the required details of dues for respective student for their respective Lab/Unit using the URL: <https://adams.aukdc.edu.in>
 - b. A list of students will be displayed to the No Due Faculty In-charge and he/she needs to enter the required details for those who have dues only
 - c. After the entered data are locked (freeze) they cannot be altered

3. Activity to be performed by the *Student*:

- a. The Student(s) shall check whether they have any dues by using the URL: <https://www.aukdc.edu.in/onlinefee>
- b. Then the student shall approach the respective *No Due Faculty In-charge* and clear the dues
- c. The *No Due Faculty In-charge* shall then clear dues for the respective student using the URL: <https://adams.aukdc.edu.in>
- d. Subsequently the same has to be approved by the Head of the Department and Dean of the Campus
- e. Student also needs to enter the details of bank account to which caution deposit has to be refunded and upload scanned copy of passbook for verification of the bank account

4. Activity to be performed by the respective *Office of the Dean of Campus*

- a. The Office of the Dean of Campus shall take a list of *Students with No Dues* using the URL: <https://adams.aukdc.edu.in> and use the list for issuing Course Completion/Transfer Certificate

The Deans of the Campuses shall ensure that the process is completed promptly and any technical assistance in this regard shall be provided by KDC.

REGISTRAR

To

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The Dean, CEG/ACT/MIT/SAP

The Director, Knowledge Data Centre, Anna University, Chennai

The Finance Officer, Anna University, Chennai

The P.S. to the Vice-Chancellor, Anna University, Chennai

The P.A. to the Registrar, Anna University, Chennai