



Bakliwal Foundation

College of Arts, Commerce & Science, Vashi



Policy for No-Dues Certificate



1. Introduction

Bakliwal Foundation College of Arts, Commerce & Science, Vashi, [BFCACS] is committed to upholding academic integrity, administrative transparency, and institutional discipline. To streamline and regulate the issuance of critical academic documents, the college has implemented a formal **"No Dues Policy"** applicable to all students. This policy ensures that students fulfill all institutional obligations before they are eligible to receive essential academic credentials including hall tickets, mark sheets, transfer certificates, leaving certificates, and degree certificates.

2. Concept

The **"No Dues"** policy is based on the concept of institutional accountability, where students must clear all Academic, Financial, Library, Common Damages and Administrative dues to receive any official college or university documentation. This encourages responsible behavior and ensures a well-coordinated system across all departments involved in student services.

3. Purpose of the Policy:

The purpose of this policy is to ensure that all students of Bakliwal Foundation College of Arts, Commerce & Science [BFCACS] clear their financial, academic, and administrative obligations before obtaining critical documents such as hall tickets, mark sheets, certificates, and degrees. It promotes accountability, protects institutional resources, and ensures a smooth and transparent process for the timely issuance of student records.



4. Vision:

To create a responsible, transparent, and structured academic environment where students are aware of and comply with institutional requirements, ensuring smooth administrative operations and timely access to academic documentation.

5. Mission

- To enforce a uniform clearance procedure across all departments.
- To facilitate the timely issuance of academic documents to eligible students.
- To encourage students to complete financial and academic responsibilities proactively.
- To maintain institutional discipline and efficiency in the discharge of student-related services.

6. Objectives

- ✚ To formalize a **“No Dues”** system applicable before the issue of hall tickets and official documents.
- ✚ Ease the process of issuing course completion certificate/TC.
- ✚ To ensure that all college departments receive proper clearance of dues before student exit or progression.
- ✚ To prevent delay and mismanagement in document issuance.
- ✚ To promote student accountability and awareness of institutional procedures.
- ✚ To safeguard the interests of college infrastructure, academic resources, and administration.
- ✚ Avoid the time and inconvenience to find old records and thus improve



accuracy of practice.

- ✚ To complete all the dues in time on the last working day of the course of that particular student.

7. Working Methodology

The implementation of the **No Dues Policy** will be carried out in the following manner:

A. Departments Requiring Clearance:

1] Accounts Department – Payment of tuition fees, exam fees, development charges, and any other dues. [Contact Person - Accountant]

2] Library Department – Return of all borrowed books and payment of any outstanding library fines. [Contact Person - Librarian]

3] Laboratory (if applicable) – Return of issued apparatus, lab records, lab damages or pending materials. [Contact Person - Laboratory Assistant]

4] Scholarship/Compliance Section – Submission of required documentation if benefited from scholarships or government schemes. [Contact Person – Scholarship-in-Charge at Data Centre]

5] College Office – General documentation, ID cards, and any institutional property issued. [Contact Person – Student-in-Charge at College Office]

6] Payment of Breakage – The Payment of Common Breakage is a nominal



charge collected from all students to cover the cost of general wear and tear, accidental damage, or minor breakages to laboratory equipment, classroom furniture, or other shared college resources. As such damage often cannot be attributed to any one individual, this shared fee ensures the upkeep and maintenance of institutional facilities for the benefit of all students. **[Contact Person – Respective Departmental Head]**

7] Alumni Registration- Alumni Registration is an essential part of the **No Dues** process as it helps the college maintain a lasting connection with its graduates. By registering as alumni, students become part of the college's extended community, enabling them to receive updates, participate in events, access career and networking opportunities, and contribute to the institution's growth. It also helps the college build a strong alumni network for academic collaborations, mentorship programs, and future institutional development. **[Contact Person – Training & Placement Head]**

8] Internship Certificate - Submission of the Internship Certificate is a crucial requirement in the No Dues process, ensuring that the student has successfully completed the mandatory internship as part of the academic curriculum. The certificate must be submitted to the Training & Placement Department for verification and clearance. Clearance from this department is necessary for issuing final academic documents. **[Contact Person – Training & Placement Head]**

9] Higher Studies Data :

As part of the **No Dues** process, students pursuing further education are required to submit their Higher Studies Data—such as admission confirmation or offer letters—to the Training & Placement Department. Clearance from the



department upon submission ensures proper documentation and supports future academic planning and alumni engagement. **[Contact Person – Training & Placement Head]**

10] Submission of Job Offer Letter - Students who have secured employment are required to submit a copy of their Job Offer Letter to the Training & Placement Department as part of the No Dues process. **[Contact Person – Training & Placement Head]**

11] Submission of Co-Curricular and Extra-Curricular Activity Certificates- As part of the No Dues process, students are required to submit copies of their Co-Curricular and Extra-Curricular Activity Certificates to the concerned department or committee. **[Contact Person – Respective Departmental Head]**

12] Submission of Student Feedback - Submission of Student Feedback about the Institution & Curriculum as part of the No Dues process, it is mandatory for all final-year students to submit their feedback about the Institution and Curriculum through a designated Google Form link provided by the college. Completion of the feedback form is compulsory for obtaining final clearance and issuing academic documents. **[Contact Person – Respective Departmental Head]**

13] Submission of Parents' Feedback- Submission of Parents' Feedback about the Institution & Curriculum as part of the No Dues process, students are required to ensure that their parents submit feedback about the Institution and Curriculum through a Google Form link provided by the college. Completion of this feedback is compulsory for final clearance and issuance of academic



documents. [Contact Person – Respective Departmental Head]

14] Submission of Parent-Teacher Meeting Feedback - As part of the No Dues process, students must ensure that feedback from the Parent-Teacher Meeting is submitted through the designated Google Form link provided by the college. This feedback is mandatory and helps the institution evaluate the effectiveness of parent-teacher interactions, address concerns, and improve communication between faculty and parents. It also contributes to institutional development and is a key component in meeting quality assurance and accreditation requirements. Submission of this feedback is compulsory for obtaining final clearance. [Contact Person – Respective Departmental Head]

B. Clearance Process:

- ✓ **Issuance of No Dues Form:** Students must collect a prescribed **“No Dues Form”** from the College Office at least 15 working days prior to the examination or completion of the course.
- ✓ **Departmental Verification:** Students must visit each concerned department and obtain verification and signature from respective authorities confirming the clearance of dues.
- ✓ **Submission of Completed Form:** The duly filled and signed form must be submitted to the College Administrative Office within the stipulated deadline.
- ✓ **Verification and Approval:** The office will verify and approve the form before authorizing the release of:



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[Affiliated to KKS University & Approved by DTE, GoM, AICTE, Delhi]
An ISO 9001:2015 Certified Institution College Code: 5053, DTE Code



- ✚ Hall Ticket for University Exams
- ✚ University Mark Sheets
- ✚ Transfer Certificate (TC)
- ✚ College Leaving Certificate (LC)
- ✚ Convocation Certificate (Degree Certificate)

Students failing to submit the **No Dues** form will not be issued any of the aforementioned documents under any circumstances.

The **No Dues Policy** is a measure to ensure administrative accountability, resource protection, and systematic operations within the college. It is expected that all students will adhere to this policy diligently and cooperate with the authorities for timely completion of the clearance process.

Students are advised to initiate the clearance process well in advance to avoid last-minute delays.

Policy Amendment Clause:

The Principal reserves the right to amend, modify, or update this policy at any time, as deemed necessary in the interest of the institution. All such changes will be duly notified and shall be binding on all students thereafter.

Date: March 31st, 2024



Dr Sharadkumar Shah



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No Dues Form

Name of the Student: _____

Roll No: _____

Year: FY/SY/TY

Faculty: BBA/BCA/BA-CS/B.Com.

Semester: I/II/III/IV/V/VI

Mobile No: _____ E-mail ID: _____

Sr. No	Head of Clearance	Dues in Rs.	Contact Person/Place	Signature of Section/ Dept. Head only after complete clearance
1	Account Section		Accountant	
2	Library		Librarian	
3	Computer Laboratories		Lab. Assistant	
4	Common Breakage		Head	
5	Scholarship Compliance		Data Centre	
6	Student Section		Office	
7	Alumni Registration		T&P Officer	
8	Internship Certificate		T&P Officer	
9	Higher Studies Data		T&P Officer	
10	Job Offer Letters		T&P Officer	
11	Activity Certificate		Head	
12	Student Feedback		Head	
13	Parent Feedback		Head	
14	P&T Meeting Feedback		Head	
15	NSS		PO	

Date: _____ Student's Signature: _____

I hereby certify that the above dues have been settled by the student.

Verified by the Accountant: Name _____ Sign.: _____ Date: _____

Verified by the Head: Name _____ Sign.: _____ Date: _____

Processed by: Name _____ Sign.: _____ Date: _____