

# TEERTHANKER MAHAVEER UNIVERSITY (Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

Phone No.:	9837933666	Email:	registrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/062 (R)	Date:	07.11.2024
SOP No :	20.01	Issued By:	Registrar
Total Pages :	02	Approved By:	Vice Chancellor

### **Standard Operating Procedure (SOP)**

## Process for approval of No Dues of Student

To make the students exit from the university and obtain No Dues electronically, No Dues module has been created in the ERP Portal of the University. A student can apply his/her No Dues from anywhere through the ERP Portal. The University authorities will approve No Dues within 2 working days. After completing the approval process, the student will get an SMS about completing his/her No Dues process. Students can download or print the No Dues Certificate through his/her portal for future reference.

Process for approval of No Dues of the student will follow as

After the declaration of the result of all semesters/years on earning all credits as per the requirement of the degree, the Controller of Examination will create the consolidated mark sheet for the concerned student through the ERP Portal

"NO DUES" Tab will be enabled on student portal automatically

Under the Tab "NO DUES", the student will verify his/her identity through the OTP verification received on his/her Mobile and Email ID as both are mandatory fields for the verification

After verification by the student, the detailed information of the particular student related to No Dues approval will be available under the "NO DUES APPROVAL" Tab on the ERP portal of various approving authorities (Department Library, Central Library, College/Department Laboratory, College/Department Workshop, Hostel, Security Department, Electricity Department, Sports, IT Department, Examination Department & Account Department) parallelly.

All the concerned approving authorities will approve the **No Dues** of a student with their **remark and pending amount** through the ERP portal within **2 working** days

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REGISTRA



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At last, SMS will be delivered to the student that his/her No Dues process has been completed. He/she can now download or print the No Dues Certificate through his/her ERP Portal.



Student can download or print the No Dues Certificate from his/her ERP portal for future process.

#### NOTE:-

- Viewing rights for the student no-dues status at any stage will be provided to the Secretary to the Chancellor, Director (Admissions), Registrar & Hon'ble Vice Chancellor.
- 2. The Chief Hostel Warden will have viewing rights for the student no-dues status in the Hostel and Electricity departments.
- 3. The Director (Admissions) will be responsible for overseeing the entire process.

(Dr. Aditya Sharma)

RegistratAR