



Indian Institute of Science

No Dues Certificate Portal Department User Guide

Version 1.0
30th June, 2020

Prepared By

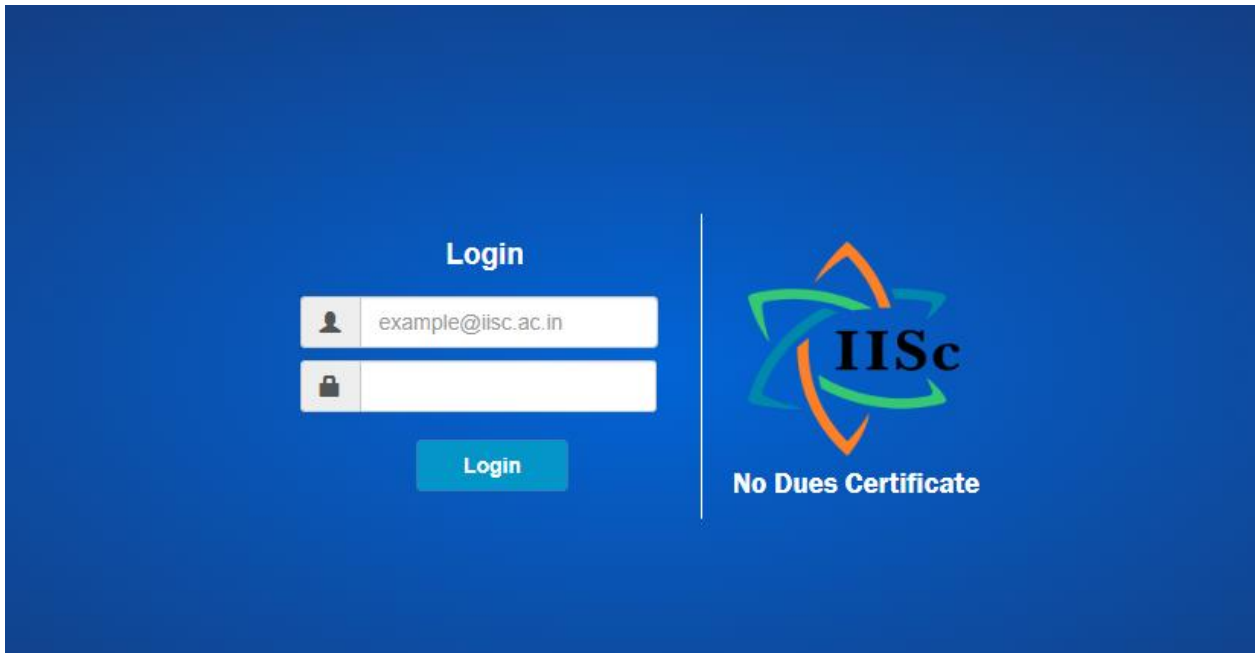
Digital Campus & IT Services (DIGITS)

1. Introduction

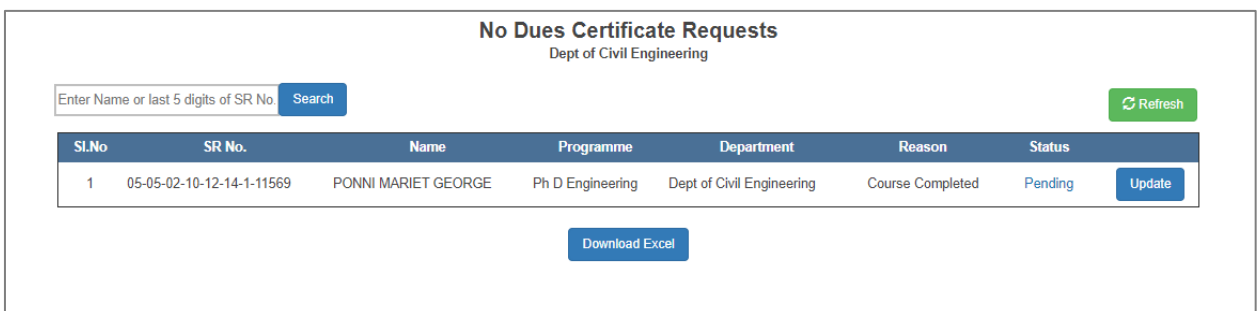
This document illustrates the procedure for departments to update the status of No Dues Certificate requests.

2. Procedure

1. Visit the portal <https://nodues.iisc.ac.in>



2. Login using your IISc email credentials, you will be redirected to Home page of the application where you can update the status of the No Dues Certificate requested by students.



3. Click on the **Update** button to update the status of the request. A pop up will appear on the screen where you can mention if there are any dues to be submitted by the student and click on the **Update** button. If there are no dues to be submitted by the student, then the request will be closed and it will appear in the Approved NDC requests table.

Update status of dues
 Dept of Civil Engineering

PONNI MARIET GEORGE	Ph D Engineering
05-05-02-10-12-14-1-11569	Dept of Civil Engineering

Status of Dues

1. The student owes no dues to the Department as on

1. The student owes Rs to the Department

2. The student has surrendered the ID card

2. The student has not surrendered the ID card

No dues towards the student.

(Maximum characters: 250)

3.a Student's home department can view the status of the NDC from other departments as well by clicking on the **Pending** link towards each request, a pop up will appear on the screen which displays the status of the NDC request from other departments as well.

Note: This option is available only for the Home departments of the student.

SR No.	: 05-05-02-10-12-14-1-11569	Student Name	: PONNI MARIET GEORGE
Date of Joining	: Aug 01 2014	Tentative date of Leaving the Institute	: 01-07-2020

Departments	Remarks
Dept of Civil Engineering	The student owes Rs 525 to the Department The student has surrendered the ID card Comments: There are dues towards the student.
Hostel	Pending for review
Library	Pending for review
Gymkhana	Pending for review
Unit V C (Tuition Fee)	Pending for review
Unit V C (Scholarship/SAF Loan)	Pending for review
Unit VI B (F&A) - TAAdvances	Pending for review
SERC	Pending for review
ODAA	Pending for review
DIGITS	Pending for review