



DSA No. & Date: _____

Clearance Form (Late Submission of Thesis)

Applicant's Information			
Name:	_____		
School/Department:	_____	Program:	_____
Registration No.:	_____	Session:	Spring / Fall 20_____
Contact Number:	_____	Email:	_____
Reason for Late Submission:	_____ _____		
I have carefully read and understood the instructions / policy guidelines printed overleaf. In case of not complying with /violating the policy/guidelines, I will be responsible for any consequences.			
Applicant's Signature: _____		Date: _____	

Remarks by HOD	*Date of Synopsis Approval from BOAS&R:		**Date of Thesis Submission:	
	_____ _____			
Signatures & Stamp _____				
*Please attach evidence of approval (minutes of meeting of BOAS&R)				
** Please attach evidence of submission of thesis (duly signed & stamped by HOD)				

(For Office Use Only)

Remarks by Accounts Office	No. of Late Semesters: _____ Fee Per Semester: _____	
	Additional Fee (<i>No. of Late semesters × Fee per semester</i>) Rs. _____	
Remarks by Head, Late Thesis Submission Committee	Comments (if any): _____	
	Signature (Accountant)	Signature (Deputy Treasurer)
Approval by Vice Chancellor	Additional Fee: Rs. _____	
	Dues payable by the student (after waiver): Rs. _____	
	Remarks: _____ _____	
Signatures (Head LTSC) _____		
Signature & Date _____		

Policy Guidelines:

1. Only those students, who have completed their degree with thesis, are eligible to apply. The students completing their degree with '*coursework*' are NOT eligible to apply.
2. The student can apply for the waiver of additional fee due to late submission under following conditions ONLY:
 - a. The student has cleared his/her regular dues.
 - b. The student has submitted his/her thesis.

If any of the conditions is not satisfied, the case shall NOT be considered for processing.

3. Applications must be complete in all respects. Incomplete applications shall NOT be entertained for which the student would be held responsible.
4. The waiver can be given for 'ONCE ONLY' and as per policy.
5. The students are NOT eligible to apply again if their first application is Approved / Rejected. Such students will have to pay the outstanding amount.

Applicant's signatures and date: _____

Additional Remarks (For office use ONLY)