



**योजना तथा वास्तुकला विद्यालय, विजयवाड़ा**  
**School of Planning and Architecture, Vijayawada**  
An Institute of National Importance, Ministry of Education Gov. of India

No.1.1/SPAV/Exams/2024-25

Dated: 13.05.2025

**CIRCULAR**

**Sub: "No Dues Clearance for Completion of studies in SPA Vijayawada"**

It is hereby informed to all the final semester students of UG, PG & Ph.D Programmes, that all are required to submit the detailed "No Dues Form for Completion of Studies" (enclosed as 'Annexure A & B' to this circular) to their respective Department Office after submission of signed Thesis Final Reports, clearing all the financial and academic dues, after obtaining signatures of all sections related officers and concerned HoD.

As per our Academic Regulations, if the 'No Dues Form for Completion of Studies' is incomplete in any manner, is not fully signed and not submitted, it may lead to withholding of the final results, the final semester marks sheets & withholding of the Provisional Degree Certificate of the concerned student.

Therefore, it is advised to submit the completely signed form to the Department where a student is studying, after completion of Exams and before finally leaving the campus/hostel after completion of programme of studies during A.Y 2024-2025.

This is issued with the approval of the Competent Authority.

  
Dean Academic

**To:**

1. Head, Dept of Arch – for circulation to all Final Year students
2. Head, Dept of Planning – for circulation to all Final Year students

**Copy:**

1. Director, for kind information please
2. Registrar, for kind records
3. Controller of Examinations, SPAV
4. All Deans/ HODs/ Section Heads
5. FI (CC) & IT Section – to upload the same on the Institute website.

**Enclosed:**

- Annexure A. 'No Dues Form for Completion of Studies – Architecture'  
Annexure B. 'No Dues Form for Completion of Studies – Planning'



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Sy.No. 4/4, ITI Road, Vijayawada – 520 008, Andhra Pradesh

Annexure A - Arch

## NO DUES FORM (for Completion of Studies)

(for UG, PG & PhD Students of Final Semester-to be submitted before the student leaves campus/hostel after completion of Programme)

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Name of the Student : \_\_\_\_\_  
Registration No : \_\_\_\_\_  
Course : B.Arch. / M.Arch. (SA/ LA/ AC)/ MBEM / MUD / Ph.D (Please tick)  
Semester : Odd / Even (Please tick)  
Academic Year : 20\_\_\_\_-\_\_\_\_

Certified that the student named above has returned the materials and paid all the school dues in respect of:

S. No.	Particulars	Name of the in-Charge	Signature with Date
1	Library	Mr. G. S. Viswanath	
2	Hostel	Chief Warden	
3	Mess	Ar. Deepak Kumar / Dr Rajakumari Muthusamy	
4	Accounts (School Fees due)	Accounts Section	
5	Anti-Ragging committee	Ar. Ch. Karthik	
6	Sports/Musical Instruments	Dr. P. Siva Prasad / Dr. Anurag Bagade	
7	Art Lab	Mr. P Santhosh Kumar	
8	Climatology/Energy Studies/Acoustic Lab	Dr. Lilly Rose A / Dr. Faiz Ahmed Ch	
9	Structures /Material Testing/ Survey Lab	Dr. P. Siva Prasad	
10	Conservation Lab	Ar. Sanjay Bhandari	
11	Landscape Lab	Dr. Banu Chitra	
12	Material and Construction Lab	Ar. Ch. Karthik	
13	Central Computer Lab	Dr. Uma Sankar B / Mr. K M Govindan	
14	Construction Yard	Ar. Deepak	
15	Model Making and Carpentry Workshop	Dr. Jagath Kumari D	
16	M.B.E.M. Lab	Dr. Kranti Kumar M	
17	Thesis (Soft, Hard copy & Similarity Index)	Respective Thesis Coordinator/s	

- Instructions: 1. The student is required to submit the duly filled 'No Dues' form to their respective Head's of the Department before leaving the campus/hostel.  
2. The results of a student and final Semester marksheet & Provisional Certificate of Degree may be withheld if the duly filled and signed 'No Dues Form' is not submitted. (Refer A.O. 6.17(UG) and AO.6.16(PG&PhD).  
3. If you are not engaged with any of the above Lab, mention N.A.

(Signature of the Student)

Head, Dept. of Architecture





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**BANK DETAILS FOR REFUND OF SECURITY DEPOSIT**

Name As Per Bank A/c	
Name of the Bank	
Bank A/c No	
Branch Particulars	
Branch IFSC Code	
Students E-mail	
Student (Vijayawada) Mobile No.	
Student (Native Place) Mobile No. and Contact details	
Correspondence / Permanent Address	

Date:

(Signature of the Student)

**FOR OFFICE USE ONLY (ACCOUNTS)**

Following are the Particulars of refundable deposit (after adjustment of dues, if any):

Sl.No	Name of deposit	Amount (Rs.)	Remarks ( If Any)
	Total		

Dealing Assistant

Assistant Registrar

Registrar



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Annexure B - Planning

## NO DUES FORM (for Completion of Studies)

(for UG, PG & PhD Students of Final Semester-to be submitted before the student leaves campus/hostel  
after completion of Programme)

Date: \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Name of the Student : \_\_\_\_\_  
Registration No : \_\_\_\_\_  
Course : B.Plan. / M.Plan (URP / EPM / TP) / Ph.D (Please tick)  
Semester : Odd / Even (Please tick)  
Academic Year : 20 \_\_\_\_ - \_\_\_\_

Certified that the student named above has returned the materials and paid all the school dues in respect of:

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7	Environmental Lab	Ms. Anitha	
8	GIS Lab	Mr.Abhishek A./ Mr. K M Govindan	
9	Transportation Lab	Ms. Naina Gupta	
10	Central Computer Lab	Dr. Uma Sankar B / Mr. K M Govindan	
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(Signature of the Student)

Head, Dept. of Planning



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Student (Native Place) Mobile No. and Contact details	
Correspondence / Permanent Address	

Date:

(Signature of the Student)

**FOR OFFICE USE ONLY (ACCOUNTS)**

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