

**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/2025-26

Dated: 28.04.2026

**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 2025-26.

This is issued with the approval of the Competent Authority.

  
Dean Academic

**To:**

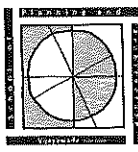
1. Head, Dept of Arch – for circulation to all Final Year students
2. Head, Dept of Planning – for circulation to all Final Year students

**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'



# योजना तथा वास्तुकला विद्यालय, विजयवाड़ा School of Planning and Architecture, Vijayawada

An Institute of National Importance, Ministry of Education, Govt. of India  
Sy.No. 4/4, ITI Road, Vijayawada - 520 008, Andhra Pradesh

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:

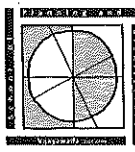
S. No.	Particulars	Name of the in-Charge	Signature with Date
1	Library	Mr. G. S.Viswanath	
2	Hostel	Chief Warden	
3	Mess	T Gnani Chaitanya	
4	Accounts (School Fees due)	Accounts Section	
5	Anti-Ragging Committee	Dr. Uma Sankar B	
6	Sports/Musical instruments	Dr. P. Siya Prasad/ Dr. Anurag Bagade	
7	Environmental Lab	Mr. Rajeev R	
8	GIS Lab	Ms. Ekta	
9	Transportation Lab	Dr. Naina Gupta	
10	Central Computer Lab	Dr. Uma Sankar B / Mr. K M Govindan	

- 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 Planning





# योजना तथा वास्तुकला विद्यालय, विजयवाड़ा

## School of Planning and Architecture, Vijayawada

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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 / MDES/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	T Gnani Chaitanya	
4	Accounts (School Fees due)	Accounts Section	
5	Anti-Ragging Committee	Dr. Uma Sankar B	
6	Sports/Musical instruments	Dr. P. Siva Prasad/ Dr. Anurag Bagade	
7	Art Lab	Mr. P Santhosh Kumar	
8	Climatology/Energy Studies/Açoustic Lab	Dr. Lilly Rose A/ Dr. Faiz Ahmed Ch/ Kesava Lakshmi	
9	Structures /Material Testing/ Survey Lab	Dr. P. Siva Prasad/ Naveen V	
10	Conservation Lab	Kesava Lakshmi M	
11	Landscape Lab	Dr. M Banu Chitra/Lakshmi Narayana V	
12	Material and Construction Lab	Ar. Ch. Karthik / A Sandeep	
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/A Sandeep	
16	M.B.E.M. Lab	Dr. Kranti Kumar M/ Naveen V	

- Instructions:**
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  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

