



St. Joseph University

Virgin Town, Ikishe Model Village, Chümoukedima, Nagaland, India - 797115

Private University Established Under Nagaland Govt. Act No. 6 of 2016

Recognized by University Grants Commission (UGC)



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SJU/DSA/HOD/NO-DUES/ODD/2025

03/11/2025

NOTICE

This is to inform all the HODs that the issue of “No Dues Form” to the student for collecting their Hall Ticket for the forthcoming ESE (Odd) 2025 will be done on the following basis:

1. Faculty In-charge of the class will distribute the forms to the respective students who have cleared all their fees.
2. Students who have not paid their tuition fee should not be issued the “No Dues Form”. HODs are informed to ensure that this measure is strictly enforced.
3. Students must collect the signatures from the Library and their respective Laboratory (wherever applicable).
4. After securing the signatures from the Library and Laboratory **the students must submit the “No Dues Form” back to their Faculty In-charge.**
5. The faculty In-charge will sort out the No Dues Forms according to the Registration Number in serial order and submit to the Accounts Office for further verification.
6. The Accounts office will instruct the Faculty In-charge to collect the respective class “No Dues Forms” once the verification is completed.
7. After securing clearance from all concerned offices the Hall Ticket can be issued.
8. **The issue/collection of Hall Ticket for the ensuing ESE will commence from 04/11/2025 after processing the ‘No Dues Certificate’ from all relevant offices according to the schedule prepared below:**

Sl. No.	Date	Departments
1.	04/11/25	Biotech, Botany, B. Tech. (CE&CSE), Chemistry, Computer Science, Commerce, Economics, Mathematics, Physics, Zoology
2.	06/11/25	Education, English, Journalism & Mass Communication, Political Science, Social Work.
3.	07/11/25	History, Management, Psychology & Counselling, Sociology, Physical Education & Sports.

Note: This arrangement is meant for all classes except for PG 1st semesters.

Copy to: (for necessary action)

- 1) HOD & HIC
- 2) Faculty In-charge, Librarian & Lab Assistants

Copy to: (for information)

•Registrar, COE, Deputy Registrar, Deans, Finance Officer, PRO, Campus Admin.

Prof. Charles Mhonthung Ezung
Dean of Student Affairs