

Refno. 890

17/5/2022

Dated: May 17, 2022

From: Dy. Director, A-A, KCL Group

To: All HoDs, Faculty, Staff and students, School of Engineering, LKCTC

Office Circular

This is to inform all the faculty, staff and students of School of Engineering, LKCTC that 'No-Dues' shall be processed as per the schedule mentioned below.

S.No	Activity/task	Due Dates
1	No dues for Diploma 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> semester (all branches), CSE 8 <sup>th</sup> semester	30 <sup>th</sup> May 2022
2	B.Voc. Automobile Servicing 2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> semester, B.Voc. Software Development 2 <sup>nd</sup> and 4 <sup>th</sup> semester	6 <sup>th</sup> June 2022
3	No dues for B.Tech. CSE 4 <sup>th</sup> & 6 <sup>th</sup> semester	7 <sup>th</sup> June 2022
4	No dues for B.Tech ECE, CE, ME 4 <sup>th</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> semester	8 <sup>th</sup> June 2022
5	No dues for B.Tech CE, CSE, CSE-DS, ME, ECE 2 <sup>nd</sup> semester, B.Sc. MLS 2 <sup>nd</sup> & 4 <sup>th</sup> semester	9 <sup>th</sup> June 2022

Further, all students are required to strictly follow the COVID guidelines while visiting the campus for NO-DUES and following needs to be taken care of:

- Wearing the face mask all the time
- Carrying a hand sanitizer with them
- Maintaining a suitable distance from each other and also from the college staff at all times.
- Not to congregate in groups.

HOD's to designate the Rooms/ Faculty in-charges for reporting of the students/issuance of clearance slips

Dy. Director, A-A, KCL Group

Cc to:

- Director, Academic Affairs, KCL Group of Institutes
- Director LKCTC
- All HoD's