



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.

Further, All the final year students graduating during the Academic Year 2025–26 are required to submit two separate No Dues Forms: one set of No Dues Forms (Annexure I & II) at the time of collection of Hall Tickets for examinations, and another set of No Dues Forms (Annexure A & B), enclosed with this circular, for completion of studies/Thesis clearance.

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'

Programmes that all are required to submit the attached No Dues Form for Completion of Studies (enclosed as Annexure A & B in the circuit) to their respective Department Office after submission of signed Thesis Final Report, clearing of the financial and academic dues, after obtaining signatures of all students related officers and concerned HOD.

Further All the first year students graduate during the Academic Year 2025-26 are required to submit two separate No Dues Forms, one set of the Dues Forms (Annexure A & B) at the time of collection of Hall Tickets for examinations, and another set of the Dues Forms (Annexure A & B) enclosed with this circular, for completion of studies from students.

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 report, the final semester marks sheets & withholding of the Provisional Degree Certificates 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 2025-26.

This is issued with the approval of the Controller, WPU.



Dr. An. Kulkarni



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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	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).

(Signature of the Student)

Head, Dept. of Planning



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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	Thesis (Soft, Hard copy & Similarity Index)	Respective Thesis Coordinator/s	

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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).

(Signature of the Student)

Head, Dept. of Architecture

