



**Office of the Dean Academic**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
(Formerly Bengal Engineering & Science University, Shibpur)  
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**Website : <http://www.iiests.ac.in>**

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No. 1807/Exam

Date: August 09, 2020

### **NOTICE**

Sub.: Submission of ‘Declaration’ with respect to Library clearance issues to obtain ‘Soft Copy of the Mark Sheet’

All recently passed UG students are hereby informed that those who could not return the library books and clear the library dues have to submit a ‘Declaration’ in the prescribed format as attached below to obtain the ‘Soft copy of the Mark Sheet’, that the Institute can keep their caution money (Rs.3000.00), on hold till they return the library books, clear the library dues and obtain the library clearance. Those who are having dues more than Rs. 3000.00, they have to deposit the balance amount above Rs. 3000.00 and write a similar declaration. However, if they would fail to return the books within 30.11.2020, the caution money plus additional money, if any shall be adjusted with their library dues. If any student requires clearing only the fines (which has been due during pre-lockdown period) he/she can get the library clearance by paying the fine through online mode.

The students who are having library books with them can send the filled up declaration form (scanned copy) through email to the Librarian. If the library dues are more than Rs 3000.00 librarian shall intimate the balance (additional) to be paid by the concerned student. Accordingly he/she shall pay the amount and resubmit the form with the receipt of the payment. On satisfaction the librarian

shall forward the application to the Deputy Registrar (Academic) who shall subsequently issue the soft copy of the mark sheet if otherwise eligible.

This is issued with the approval of the competent authority.

Sd/-  
Dr.Nirmalya Kr. Bhattacharyya  
Deputy Registrar (Academic)

No. 1807/1(7) Exam

Date: August 09, 2020

Copy forwarded for information and necessary action to:

1. PS to the Director
2. The Dean(Academic )
3. All Heads of the Departments/Schools/Centers
4. The Librarian(Acting)
5. The Deputy Registrar(finance)
6. The Student Senate
7. Institute Website



Deputy Registrar (Academic)  
IEST, Shibpur

**Declaration of the student who is having the Library Dues**

Name:

Roll No. :

Department:

Degree obtained:

Email:

Mobile No:

Caution money deposited with the Institute: Rs 3000.00

Additional amount paid for library books: NIL / Rs \_\_\_\_\_

Due to pandemic situation I could not return the library books.

I hereby declare that my caution money plus additional money, if any as mentioned above can be kept on hold by the Institute till I return the library books, clear the library dues and obtain the library clearance. I further declare that I shall clear all library dues by 30.11.2020, failing which the Institute can forfeit the above amount for adjusting all library dues.

I request to provide me the soft copy of the final mark sheet.

Signature of the candidate with date