

**21 Sep 2020**

**CIRCULAR**

**SUB: Return of Library books by final year students and submission of No Dues form**

On completion of all Theory, Practical and project work examinations, the final year Diploma students (2019-20 Batch) will have to come to the college for clearance of dues/surrender of their ID cards/vacating the hostel rooms from 05.10.2020 onwards as per the schedule.

Students holding library books have to return them in the library. In case the return happens beyond the last date, fine will be levied up to 15.03.2020 only. In order to avoid cash transactions during this pandemic condition, it is decided to adjust the fine against the caution deposit paid by the students at the time of their admission. In this connection every student has to submit his/her acceptance for this deduction in the declaration slip which will be made available by the library staff at the time of return of books.

The No Dues form is available in the college intranet the copy of which shall be used by the students to get clearance from the sections mentioned therein. Finally, the No Dues form has to be handed over to the Accounts section of the college. The students shall also have to attach the photocopy of the first page of the bank pass book to which account the balance caution deposit amount will be transferred.

HoDs are requested to inform their students accordingly and direct them to bring all necessary documents without fail. Necessary arrangements shall be made by the HoDs at their departments to ensure completion of dues clearance with suitable safety precautions and minimal time.

**PRINCIPAL**

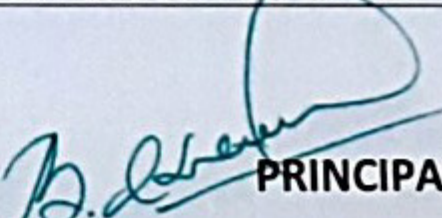
**To: All HoDs, Deans, CoE, Wardens (AH & LH), Library (CT & PTC), Main Office, Academic section, Accounts section, Day file.**



**PSG POLYTECHNIC COLLEGE, COIMBATORE-641004**

**Schedule for returning the Library books and submission of No Dues form by final year students (2019-20 Batch).**

DATE/ SESSION	FORENOON		AFTERNOON
	08.30 am – 10.30 am	10.30 am - 12.30 pm	1.30 pm – 4.00 pm
05.10.2020 MONDAY	<b>DME (34)</b> 16MO20, 17MO01-17MO30 17MO32, 17MO34, 17MO35	<b>DCE (27)</b> 17DX01,17DX03,17DX04,17DX07,17DX08 17DX10-17DX13 , 17DX15-17DX18, 17DX20, 17DX22-17DX27, 17DX29 18XH01-18XH05, 18XH11	<b>DME (34)</b> 17MO36, 17MO51,17MO52,17MO54,17MO55 17MO57-17MO60, 17MO62-17MO70 18MH01-18MH08,18MH11,18MH12,18MH14, 18MH14, 18MH15,18MH31-18MH33,18MH41
06.10.2020 TUESDAY	<b>DME (SW) (24)</b> 16LM02-16LM04, 16LM06-16LM19 16LM18-16LM28	<b>DCN (28)</b> 17DC01-17DC08, 17DC10-17DC27 18CH01, 18CH02	<b>DIT (41)</b> 16DI10, 16DI16, 17DI01-17DI21,17DI23- 17DI25, 17DI27-17DI31, 17DI33-17DI35, 17DI37-17DI39 17IH05, 18IH01-18IH03
07.10.2020 WEDNESDAY	<b>DECE (32)</b> 17DG01-17DG08, 17DG10-17DG17 17DG19-17DG22, 17DG24-17DG33 17DG35,17DG36	<b>DDD (21)</b> 17DO01-17DO08, 17DO10-17DO18, 18DH01, 18DH03, 18DH12, 18DH13	<b>DECE (32)</b> 17DG37-17DG51, 18GH01, 18GH02,18GH04, 18GH06-18GH15, 18GH17-18GH20
08.10.2020 THURSDAY	<b>DFT (27)</b> 15DF19, 16DF09, 16DF25 17DF01-17DF04, 17DF06-17DF09 17DF11,17DF13-17DF24, 18FH01-18FH03	<b>DAT (27)</b> 15DA09, 17DZ02, 17DA04-17DA08, 17DA10-17DA22 17DA24-27, 18AH01-18AH03	<b>DEEE(45)</b> 17EO01, 17EO03,-17EO07 17EO09-17EO36, 18EH02-18EH07 18EH11-18EH15
09.10.2020 FRIDAY	<b>DMT (30)</b> 15DM54, 16DM22, 17DM01- 17DM09 17DM11-17DM29	<b>DEEE (SW) (28)</b> 15LE12, 16LE01-16LE19 16LE21-16LE28	<b>DMT (42)</b> 17DM30-17DM59, 18LH01-18LH10 18LH21, 18LH22
10.10.2020 SATURDAY	<b>DAE (23)</b> 17DB01-17DB09, 17DB11-17DB20 17DB22-17DB25	<b>DAE (22)</b> 17DB26, 17DB27, 17DB29-17DB38 18BH01-18BH07, 18BH11-18BH13	<b>DTT (45)</b> 16TO04, 16TO21, 17TO01-17TO09 17TO11-17TO28, 17TO30, 17TO31 17TO33-17TO38, 17TH05, 18TH01,18TH02, 18TH04, 18TH06, 18TH07, 18TH12, 18TH13

  
**PRINCIPAL**