

**UNIVERSITY COLLEGE OF ENGINEERING**  
**(A Constituent College of Anna University Chennai)**  
**PULLANGUDI, RAMANATHAPURAM – 623 513**

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**NO DUES FORM – STAFF**

Date:

Name of Staff :

Designation :

Department :

Sl.No.	Department	Name of HoD / Staff i/c	Dues, if any	Signature of HoD / Staff i/c
1.	Concerned Department (Whether the staff handed over all the responsibilities held in the department like class advisor files, lab in-charge files, keys, etc. )			
2.	Library	Dr. R.U.Ramasamy		
3.	Exam Cell	Dr. T.Udayakumar		
4.	Sports	Dr.D.Chochalingam		
5.	ID Card	Mr.P.Rajakumar		
6.	Office	Mr.P.Rajakumar		
7.	Hostel	Dr.R.Sorna Keerthi		
8.	Are you in- charge for any additional responsibility (like NSS, YRC, Fine Arts Club, Exam cell, Estate Office, Placement, Dy. Warden, Exe.Warden, Scholarship in- charge, etc.)			

**Signature of HoD**

**DEAN**