

**NATIONAL INSTITUTE OF TECHNOLOGY, SILCHAR**  
**ACADEMIC SECTION/ शैक्षणिक अनुभाग**

No. Acad-28/21


Date: 17.04.2026

**NOTICE/ सूचना**

**ATTENTION: ALL OUTGOING STUDENTS (UG & PG)**

This is for information to all outgoing students (UG & PG) that they are to take following steps without fail and submit the **Final Clearance Form & Data Sheet** latest by **20<sup>th</sup> May 2026**.

1. Duly filled in **FINAL CLEARANCE** signed by heads of the concerned Deptt/Section/ Hostels/Library/Accounts and **DATA SHEET** giving all required information complete in all respect should be **submitted to the Academic Section**.
2. Final Clearance Form & Data Sheet Form is enclosed.
3. They are to provide their **own Bank Account numbers** (SBI NIT Branch or any other branch) in Data Sheet (**Father/mother/other account number should not be given**). This is required for depositing their Caution Money in the respective bank account. They are not to close their accounts till the Caution Money deposits from NITS are completed.

  
Dear Academics  
17/04/2026

*Copy for information / necessary action to:-*

1. Registrar for information
2. All Deans/ HODs/Librarian
3. DR Accounts/ IC Estate
4. Institutes website.

**ACADEMIC SECTION**  
**NATIONAL INSTITUTE OF TECHNOLOGY : SILCHAR**

(AN INSTITUTE OF NATIONAL IMPORTANCE)

**FINAL CLEARANCE CERTIFICATE**

(ISSUED TO THE OUT-GOING STUDENT ONLY)

Name of Student :

Registration No.	Semester	B.Tech/M.Tech/M.Sc/MBA/ Ph.D	Hostel No.	Room No

Consequent upon receipt of all materials from the aforesaid out-going student, the undersigned hereby issues the Final Clearance in favour of him/her from this Department /Section for release of all his/her Certificates, other documents, all deposits and scholarship etc. from this Institute. The undersigned has no demand against this student any more.

SL No.	Name of the clearing Department/Section/Branch etc.	Signature of the concerned head (only head is to sign here)	Date
1	Civil Engineering		
2	Mechanical Engineering		
3	Electrical Engineering		
4	Electronics & Communication Engineering		
5	Computer Science & Engineering		
6	Electronics & Instrumentation Engineering		
7	Management Studies		
8	Physics		
9	Chemistry		
10	Mathematics		
11	Humanities & Social Science		
12	Workshop		
13	Training & Placement		
14	Dean S/W		
15	Central Library		
16	NCC/NSS/NSO (For B.Tech Students only)		
17	Central Store/Purchase cell		
18	Accounts Section		

19	<b>FOR BOYS - ALL BOYS HOSTELS*</b> (To be signed by the Wardens with date)				
	<b>Hostel-1</b>	<b>Hostel-2</b>	<b>Hostel-3</b>	<b>Hostel-4</b>	<b>Hostel-5</b>
<b>SIGN.</b>					
<b>DATE</b>					
	<b>Hostel-6</b>	<b>Hostel-7</b>	<b>Hostel-8</b>	<b>Old PG Hostel</b>	<b>New PG Hostel</b>
<b>SIGN.</b>					
<b>DATE</b>					
20.	<b>FOR GIRLS **</b> (To be signed by the Wardens with date)				
	<b>GIRLS HOSTEL -1</b>			<b>GIRLS HOSTEL -2</b>	
<b>SIGN.</b>					
<b>DATE</b>					

\*Boys need not obtain clearance from Girls Hostels.

\*\* Girls need not obtain clearance from Boys Hostels.

**Important :** After having signature from all, student may retain a xerox copy of the same with him/her before submitting it to Academic Section.

Date:

\_\_\_\_\_ Full Signature of the Student

**ACADEMIC SECTION**  
**NATIONAL INSTITUTE OF TECHNOLOGY : SILCHAR**  
**DATA SHEET OF FINAL SEMESTER STUDENTS**  
**TO BE FILLED IN CAPITAL LETTERS**

Recent passport size photograph to be affixed
---

1. Name of Student .....

2. Other Details :

Registration No.	Semester	B.Tech/M.Tech/M.sc/MBA/Ph.D,	Hostel No.	Room No.

3. Father's Name.....

4. Mother's Name.....

5. Address for communication and sending of Certificates etc (*In block letters*) :

Address in Details :	
Post Office :	State :
District :	Pin Code :

6.

Phone No. (Land Line)	Mobile No. (Self)	E-mail ID

7. Permanent Residential Address :

Address in Details :	
Post Office :	State :
District :	Pin Code :

8.

Year of Admission	Branch	Yr. & month of Final semester exam	Yr. & month of passing out	Whether result declared after convocation

9. Account No (Self Only) :

*Bank Account No. (State Bank of India only)	Name of Branch with location & Branch Code

\* (Please do not close the account, till you receive the caution money)

10. Indicate willingness to attend Convocation

(Tick the box)

Yes	
-----	--

No	
----	--

I certify that the statements are true to the best of my knowledge and belief.

Date .....

\_\_\_\_\_  
Full Signature of the Student