

SANKALCHAND PATEL COLLEGE OF ENGINEERING, VISNAGAR – 384 315

Website: www.spcevng.ac.in , Email: spce99@yahoo.com

SPCE/Library/NDC/_____

Date: _____

Application for Library 'NO DUES CERTIFICATE'

Name (in Capital Letters): _____

Branch: _____ Semester: _____ Library I.D. No: _____

Address: _____

_____ Contact No: _____

To,
The Librarian,
S. P. C. E, Visnagar.

Subject: To issue a **Library 'NO DUES CERTIFICATE'**.

Respected Sir,

I was a student of M.B.A. /M.C.A. /P.G. (M.E.)/P.G. (E.E.)/Ph. D since _____. I was the user of the College Library Facility. Now I have completed my study and returned all the Books, CDs, DVDs, Magazine/s, and Journal/s etc. and cleared all Library Dues. I humbly request you to kindly issue me the Library 'NO DUES CERTIFICATE'.

Thanking you,

Sincerely Yours,

Encl:

1. Original copy of Library Deposit Receipt to be attached with A/c office copy.
2. Original Library Ticket to be attached with library office copy.

Note: Application to be submitted in two copies (A/c office copy and library office copy).

Approved by:

Remarks of Head of the Department: _____

Librarian: _____

Prof.-Incharge (Library): _____

SANKALCHAND PATEL COLLEGE OF ENGINEERING

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Visnagar – 384 315, Dist.: Mehsana (North Gujarat)
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LIBRARY

NO-DUES CERTIFICATE

(Only for Students of P.G. / Ph. d)

SPCE/Library/NDC/_____

Date: _____

This is to certify that Mr. /Ms. _____

Reg. No. _____ Department of _____ has
returned all the books borrowed from the library against the loan register maintained in the
library for individual membership of the student. His/her membership is now being cancelled as
he/she is leaving the College.

Note: - This certificate has no relation with the books borrowed from any other Library,
Departmental Library; Books transferred from main library during his/her tenure as
HOD/coordinator of scheme/Departmental Library In-charge to his department.

Librarian

Prof.-Incharge (Library)