4/28/2022

Student Help Document

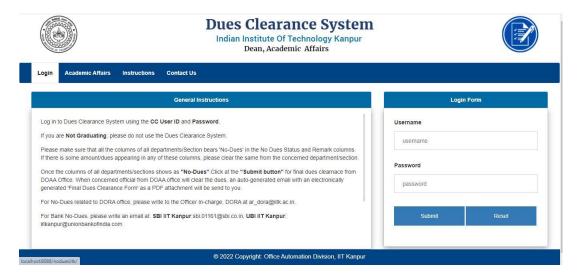
Dues Clearance System (DCS)



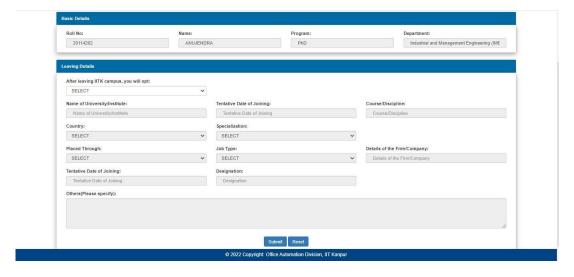
Institute Office Automation Team INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Dues Clearance System

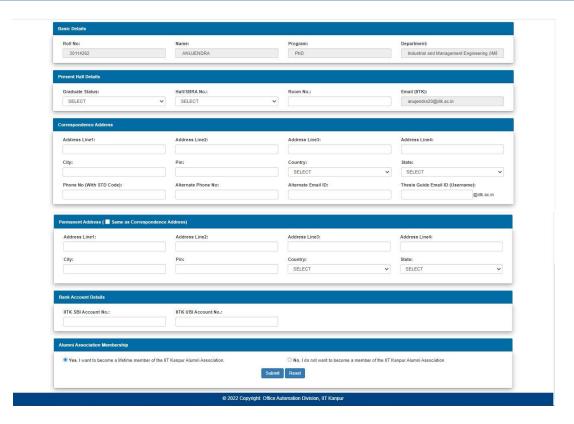
1. **Login Page:** Student can login using his/her CC credentials. If for some reason student is not allowed to access the portal, kindly contact oaacad@iitk.ac.in



2. Student Leaving Details Page: Student needs to provide details regarding his/her placement/higher degree. After selecting "After leaving IITK campus, you will opt", the student needs to fill in only the fields that are enabled based on the previous dropdown selection. Student will not be allowed to update the details after successful submission.



 Dues Clearance Form: Student needs to fill present hall details, correspondence address, permanent address, bank account details and alumni association membership details. All the fields are mandatory except bank account details. Student will not be allowed to update the details after successful submission.



4. **View No-Dues Status:** After successfully submitting the application, the student can check the application status from this page. This is view only page.

