

Procedure to obtain Clearance (No Dues) from LIRC (Central Library)

GENERAL:

If no library books and / or other material, overdue charges are pending in your Library Account, the librarian will approve your Clearance.

For B.E. / M.E. / Ph.D. students:

Clearance will be processed online subject to the fulfilment of the following:

- 1) No library material (books, periodicals, project reports, CDs etc.) is pending in your library account.
- 2) No late fees pending in your library account.
- 3) You have submitted the hard copy of your B.E. Project Report OR M.E. Dissertation OR Ph.D. Thesis (after Defense) to the Library.
- 4) You have uploaded the soft copy of the documentation of your B.E. Project Report OR M.E. Dissertation OR Ph.D. Thesis (after Defense) to the Google Drive Folder which is made available on the website.
- 5) You have filled the Project Report Submission Form which is available on the website.

For Employees:

Clearance will be processed offline subject to the fulfilment of the following:

- 1) No library material (books, periodicals, project reports, CDs etc.) is pending in your library account.
- 2) No late fees pending in your library account.
- 3) You have uploaded OR e-mailed the IAT Model Solutions of your respective subjects.

For any query related to obtaining clearance, please call 022-28928585 or post an email to sfitlibrary@sfit.ac.in

Note: All registered library users can check details of their checked-out books and late fee through WebOPAC and ERP respectively; link is: <http://opac.sfit.co.in:8080/>

		
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