JECRC No Dues System

Staff User Guide

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Introduction

The JECRC No Dues System is your digital assistant for managing student clearance. This manual provides a comprehensive, step-by-step guide on how to navigate the portal, verify student records, and manage approvals efficiently.

Step 1: Accessing the Portal

To begin, you need to access the staff login page.

Instruction:
- Open your web browser (Chrome, Firefox, or Edge).
- Navigate to the following URL:
  https://nodues.jecrcuniversity.edu.in/staff/login
- Enter your registered Email Address.
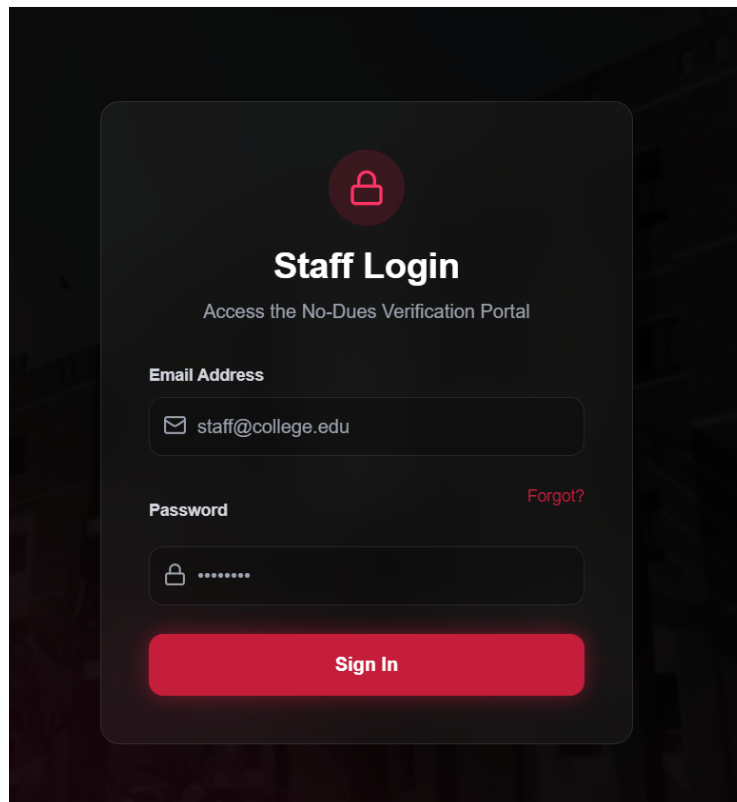- Enter your Password.
- Click the "Login" button.

Figure 1: Staff Login Screen

Step 2: Understanding the Dashboard

Once logged in, you will see the Dashboard. This screen gives you a quick summary of your department's activity.

Key Elements:
- Total Students: The total number of requests received.
- Pending: Requests waiting for your action.

- Approved: Requests you have already cleared.
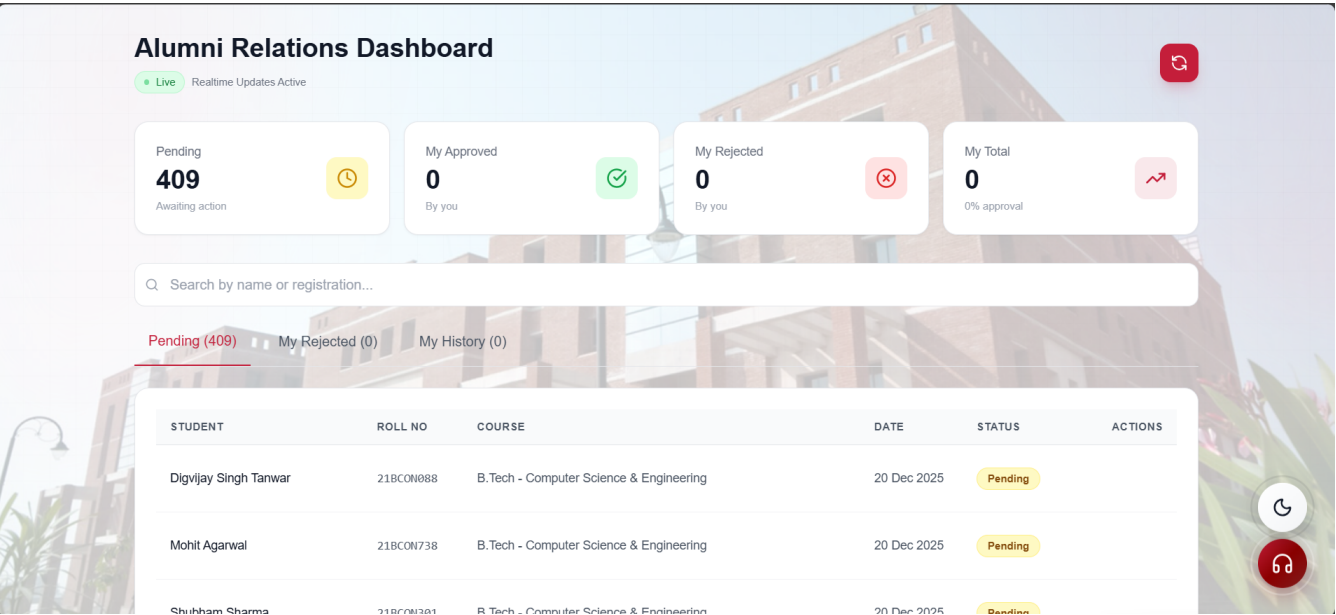- Rejected: Requests you have denied due to pending dues.

Figure 2: Staff Dashboard Overview

Step 3: Verifying a Student Request

When a student applies for No Dues, their request appears in your list. Follow these steps to process it:

Action Steps:
- **Locate the student in the "Pending" list or use the Search bar to find them by Name or Enrollment ID.**
- **Click on the "View Details" button next to their name.**
- **Review their profile carefully (Check Name, Batch, and Department).**

> **Example Scenario:**
>
> If a student "Rahul Sharma" from B.Tech CSE applies, check your department records (e.g., Library or Lab) to ensure he has returned all books/equipment.

Department Status

DEPARTMENT	STATUS	UPDATED	ACTION BY	NOTES
School Dean / HOD	Approved	12/20/2025	HOD - Computer Science and Engineering (Alt)	-
Central Library	Approved	12/22/2025	Librarian	-
IT Services	Approved	12/22/2025	IT Senior Manager	-
Hostel Management	Pending	-	-	-
Alumni Relations	Pending	-	-	-
Accounts & Finance	Pending	-	-	-
Registrar Office	Approved	12/22/2025	Ashok Singh	-

Approve Request   **Reject Request**

Figure 3: Student Details & Verification Form

Step 4: Approving or Rejecting

Based on your records, you will take one of two actions:

Option A: Approve
Click "Approve" if the student has NO outstanding dues. The student will be notified immediately.

Option B: Reject
Click "Reject" if the student HAS pending dues.

Important Note for Rejection:
Always provide a clear reason in the specific field (e.g., "Physics Lab Manual missing") so the student knows exactly what to fix.
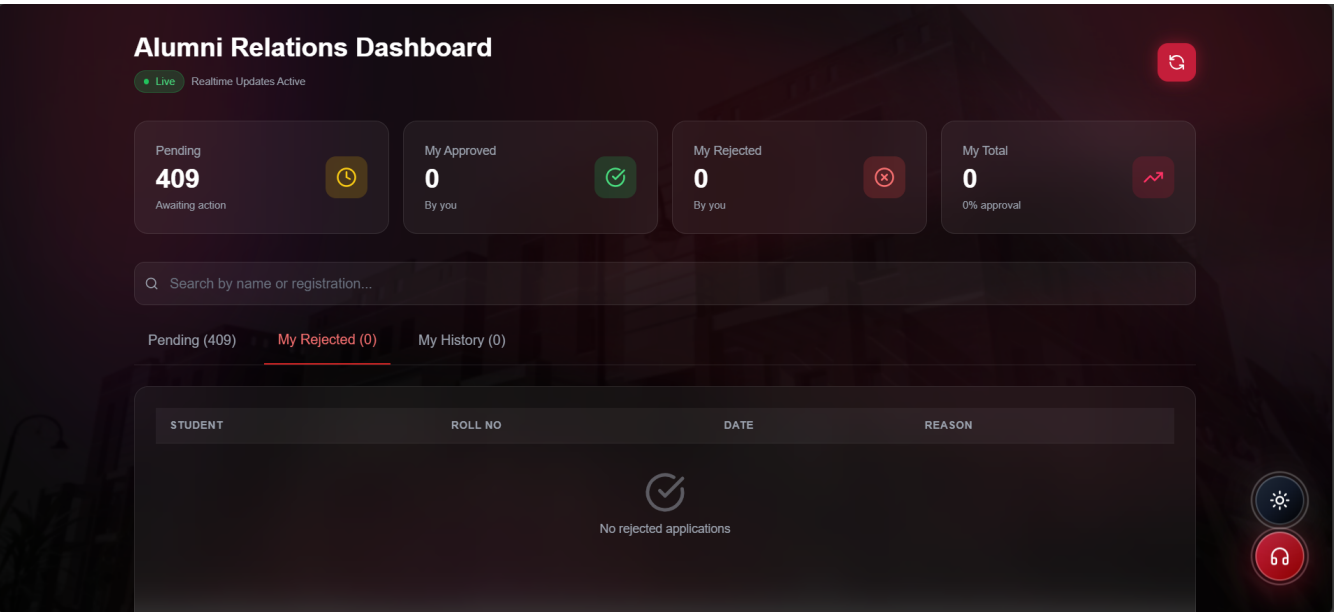
Figure 4: Rejection Confirmations

Step 5: Viewing History & Support

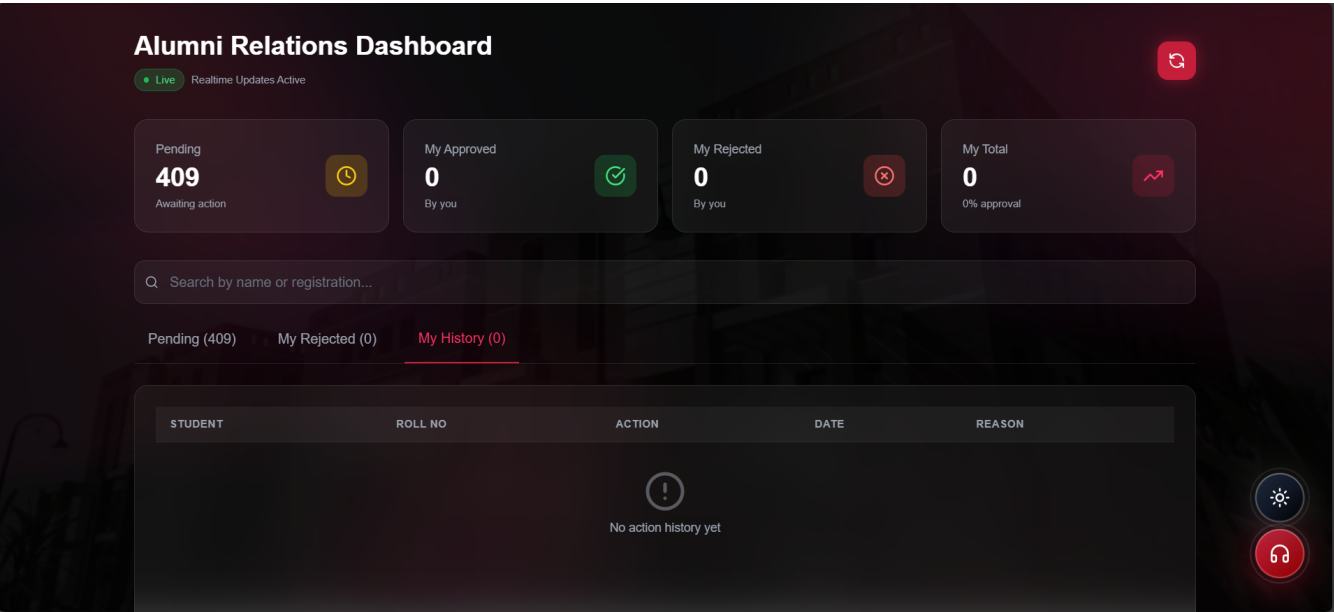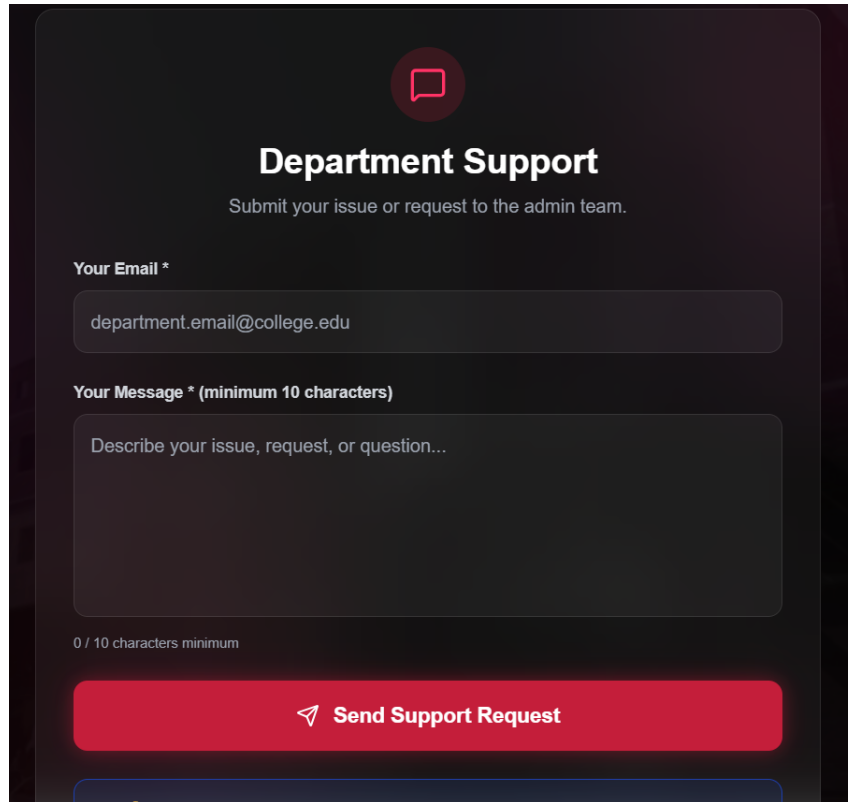You can audit your past actions in the "History" tab. If you face technical issues, use the "Support" section.

Figure 5: Action History Log

Need Help?

If the portal is not working as expected, or you cannot see a student's request:

- Refresh the page.
- Check your internet connection.
- Raise a ticket in the "Support" section.

Figure 6: Support Section

For further assistance, please contact the IT Administration.