

Ordinance-6

Fees Payable by Students of the University

(Section 32(1) (f) and Statute 28 of the Act)

1. The Board of Management on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by students.

2. Due date and mode of payment:

The students shall deposit fees as prescribed by the University from time to time on or before the date fixed by the University.

3. Delay or default in payment:

- i. If a student does not pay fee on time, a fine shall be levied on the total fee payable as follows:
 - a) 10% of the fees for the first 10 days
 - b) 20% of the fees for the next 10 days
 - c) 30% of the fees thereafter up to one month from the due date
- ii. The Vice Chancellor, or on his/her behalf any other officer to whom this/her power has been delegated may on the recommendations of the Dean of the Faculty concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.
- iii. Names of the defaulters, which shall be put up on the Notice Board, shall be removed from the rolls of the University with effect from the first day of the following month.
- iv. A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the Faculty concerned and on payment of arrears of fees in full and other dues, together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.
- v. Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the Faculty concerned through the Head of the Department intimating the date of his/her withdrawal. If he/she fails to do so, his/her name shall continue to be kept on the rolls of the University for maximum period of one month following the month up to which he has paid the fees. He/She shall also be required to pay all fees/charges that may fall due during his/her period.

4. Concession in fee:

- i. The University shall award free ship to the students as per the guidelines issued by the State Government/UGC from time to time.
- ii. Fees concession for SC/ST/Kashmiri migrant students and any other category as per Govt. of India directives shall be applicable.

5. Refund of fees, security deposit etc.:

The fee, security deposit etc. will be refunded as per the rules of the University from time to time.

6. The fees for the various Courses/Programmes, as decided by the University from time to time, shall be payable by the students.

7. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.

8. Fees for re-checking Examination results:

The fees for re-checking examination results shall be fixed by the University.

9. Provided that the fees shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

10. Fees for the supply of Statement of Marks:

1. Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.

2. The statement of marks shall be sent to the candidates through the Head of the Department concerned.

3. Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

11. Fees for issuing transfer, provisional and other certificates:

1. The fees for issuing the following documents, and for duplicate copies thereof, shall be as prescribed by the University:
 - a. Transfer Certificate Duplicate copy of the Transfer Certificate
 - b. Provisional Certificate of having passed an examination of the University duplicate copy of the above
 - c. Degree Certificate (In-person) Degree Certificate (In-absentia)
Duplicate copy of Degree (on production of FIR)
 - d. Bonafide Certificate
 - e. Any other certificate
 - f. Duplicate copy of any other certificate
2. A student or candidate, who wishes to add or to alter his/her name as originally recorded in the University Registers shall pay a fees fixed for the purpose by the University. Such addition or alteration shall be made to his/her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities.
3. A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

Note: Approved by AC vide Resolution No. 1.2 dated 04-05-2015 & BOM vide Resolution No.1.8 dated 11-05-2015.