

OFFICE ORDER - 02
SUB: FEE DEPOSITION OF STUDENTS

All Students are hereby informed that fee is to be deposited either by Bank fee challan or through online payment gateway. No cash transaction will be allowed. Late fee will be applicable from **29 January 2019** onwards as follows:

(a) Late Fee:

- (I) Rs. 50/- per day
- (II) Rs. 1500/- Max up to 30 days
- (III) After that, they have to re-register with applicable fee.

(b) Maintain the prescribed dress code as per your course, if required another set of dress may be purchased by paying of Rs. 700/- to Account Section.

(c) Get your bus pass from Admin Section (bring one photo and copy of bus fee receipt) Check your Bus route chart on website, difficulty if any, Administrator may be approached.

(d) Hostellers are to contact respective Warden for room allotment along with the copy of fee receipt paid and hostel registration form for even semester (Jan- May 2019).

(e) Identity card should be available with you at all times. In case of lost/misplaced you have to apply for a duplicate ID card in writing to Student Section along with fee receipt of Rs.50/-, Temporary ID card will be issued immediately and printed card will be issued within 15 days from the date of application.



(Registrar)

Copy to:

1. President - for info
2. Students Notice Boards
3. Web admin for display e-notice, email, SMS to students and parents.