

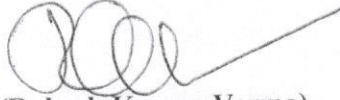
**FINANCE DEPARTMENT
JAMIA HAMDARD**

Dated: 28.01.2020

REMINDER

Circular for timely deposit of Tuition Fees by students

In continuation of circular dated 03.01.2020 (copy enclosed), it is stated that not many students have deposited their fees till now. All the Deans and HODs are requested to kindly ensure that the fee is invariably deposited by all the students on or before the last date prescribed i.e. 31.01.2020.


(Rakesh Kumar Verma)
Finance Officer

To

All Head of the Departments/Deans

Cc to : PA to VC / SPA to PVC / Registrar / Controller of Examinations / Director of Admission / Director, IQAC

**FINANCE DEPARTMENT
JAMIA HAMDARD**

Dated: 03.01.2020

Circular for timely deposit of Tuition Fees by students

It has been noticed that some students do not deposit the 'Tuition Fees' by the due date. It has also been observed that some students do not deposit the full amount of fees due and deposit it in parts in violation of the rules.

The primary responsibility to ensure that the full amount of the tuition fees is deposited in time by the students lies with the concerned Department/School where the student is pursuing the course. It must therefore be ensured by the concerned official of the respective department that correct and full amount of the fees is entered in the 'Fees Challan' in all the three copies and a list is prepared on a weekly basis indicating the names of the students alongwith the enrolment number, name of the course, amount of the fees due and amount of the fees deposited by the students. At the end of the month in which the tuition fees is to be deposited by the students, a complete list of the fees deposited by the students course wise should be provided to Finance Section in the enclosed format in 'Excel'. If a student has failed to deposit the fees in time, the reasons thereof and a copy of the approval of the competent authority should be enclosed with the list.

As the next installment of the tuition fees has fallen due and the last date of deposit of fees is 31st January, all the Heads of the Departments/Deans of the Schools are requested to ensure that there is no delay in deposit of the fees and the full amount of the fees is deposited by each student of their Department.

Encls. As above

To

All Head of the Departments/Deans


(Rakesh Kumar Verma)
Finance Officer

Cc to : PA to VC / SPA to PVC / Registrar / Controller of Examinations / Director of Admission / Director, IQAC

