

CIRCULAR

Admissions for the academic year 2016-17 has started and also the annual/ semester fee for next semester is now due. The Procedure for depositing fee by the students has been given streamlined and is given as under :

1. Students will be provided Bank challan (in quadruplicate) which shall be filled in by students and authenticated by department/ Faculty.
2. Student will deposit fee at J&K Bank, Extn. Counter , Jamia Hamdard.
3. Bank will retain two copies of the challan and return to student other two copies, one for department/ faculty record and other for student which he has to retain till the completion of course. Admission will be treated complete only when the student deposits the copy of challan in department / faculty.
4. Department / Faculty will maintain fee record of each student and will submit weekly report of fees collected by giving name of student, course, semester, challan number and amount deposited under various heads to the Finance Section for reconciliation.
5. Finance Section will receive one copy of challan from Bank and will reconcile it with the information received from department / faculty.
6. This procedure is also applicable for depositing fees of semester or any fee deposited by students.

The above procedure would also be applicable for the students allotted hostel. In this case challan duly filled in for deposit of Mess Charges, laundry charges etc, will be authenticated by Provost Office. Rest of the procedure will be same.

Kind Regards
Finance Officer