

Refund of Fees/Rules For Security/Fine/Bus Pass/Identity Card

REFUND OF FEES

If a candidate after having been admitted to the first year of a course, leaves the course without attending any class and he/she applies for refund of fee within 7 days of the date of admission, the fee paid by him/her shall be refunded after deducting Rs. 1000/-.

Provided that if a candidate after having been admitted to the first year of a course withdraws his/her candidature and the seat vacated by him/her is subsequently filled up from the waiting list, the fee paid by him/her shall be refunded after deducting 15% of the fee paid by him/her subject to a minimum of Rs. 1000/-

Provided still further that if in a similar case, the seat vacated by a candidate is not filled up, the fee paid by him/her would not be refunded.

RETURN OF SECURITY

A student who has been a defaulter or has not informed the college authorities well in time in writing, will not be returned his security. If the security is not claimed after the departure of the student from the college, with in six months, this amount would be used for the benefit of the students.

RULES FOR FINE

1. College/University fine would have to be paid in time in the office. Noting down the dates from the college notice board, would be the responsibility of the students.
2. A student who is on leave must make arrangements for submitting fees by due date, otherwise one rupee per day will be charged as fine from him on expiry of the due date.
3. If a student remains absent from the class, he will be charged Rs. 1/- for one or more period per day.
4. The name of a student who is absent from the class for 7 days consecutively from the date of depositing fee, would be struck off from the college rolls.
5. Fee would be deposited in cash only . Cheque or draft will not be accepted. Once deposited, fee would not be returned.

RULES OF RAILWAY/ BUS PASS

1. Railway / bus pass will be prepared from Rohtak to the address of the student which is entered by him in his admission form.
2. The student will be solely responsible for any discrepancy if found regarding his / her bus pass at a later stage.
3. Student must consult the concerned clerk in the office for bus pass and must use the pass form given in the prospectus or can be downloaded form the college website.

IDENTITY CARD

Every student should get his identity-card ready after admission to the college. **It is compulsory for every student to carry his/her Identity Card in the college campus.** Whenever he has to borrow a book from Library, to apply for remission of fine or fee, and refund of securities etc., he must have the identity card with him. If it is lost, it should be reported to the office and after depositing Rs. 100/-, a duplicate identity card would be re-issued to the student. The Identity Card is a proof of one's being a bonafide student of the college and should, therefore, be kept with due care.