	NOTICE	Review Date:
		Sheet 1 of 1

From: Registrar

To: Student LMS, Student Notice Board, Library,
COE, COR, Security officer, CFAO
CC: Hon'ble GB, Pro-Chancellor,
Pro Vice-Chancellor, VC Office

01 May 2017

CHARGES / FINES LEVIED BY UNIVERSITY


Following Charges / Fines as shown against each, shall be levied by the University wef. 1 May, 2017.

1. Examination / Document Charges / Fines

S. No	Purpose	Fees / Charges
1	Submission of Examination form for Re-Major Test in July every year (only for students with one backlog course leading to year back / missing placement).	₹.500/- per course With late fee ₹.750/- per course
2	Paper re-evaluation (Major Test only)	₹.500/- per paper Refund, if marks upgraded
3	Duplicate / Temporary Admit Card. (In case student forgets to carry Admit card during Minor/Major tests or loses it).	₹.200/-
4	Academic Transcript	₹.1,000/ (Both for UG and PG) (1 original & 4 attested copies only) ₹100/- per copy for any additional attested copy, thereof
5	Collection of Original Detailed Grade Sheet (DGS)	a) Within duration of the Program: Nil b) After Completion of Program – ₹ 200 Shall be charged per DGS
6	Correction in original Detailed Grade sheet or Degree (DGS/Degree) <ul style="list-style-type: none"> Since Provisional DGS is provided and 4 weeks given to point out corrections, if any. 	a) Data on DGS shall be taken from the 10 th Class certificate submitted during admission. b) For error in the DGS, due to change in details after initial submission of data to COR, charges as under: <ul style="list-style-type: none"> ₹ 200 Shall be charged per DGS
7	Issue of Duplicate DGS	Document to be submitted: Amount: <ul style="list-style-type: none"> Self-attested ₹500 Undertaking by Student with ₹ 10 as Court Fee stamp
8	Issue of Duplicate Degree Certificate	₹1,000/- on production of FIR in case of loss & Affidavit on ₹10/- Judicial stamp paper
9	Migration Certificate (COR)	No fees to be charged

2. Library Related Charges

S. No	Purpose	Fee / Charge
1	Overdue charges (to encourage the prompt return of Library material)	₹10 per day fine subject to a maximum of twice the cost of book.

	<h1>NOTICE</h1>	Review Date:
		Sheet 1 of 1

3. Fine for Mobile Usage

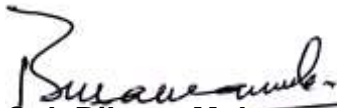
S. No	Purpose	Fee / Charge
1	Fine for mobile usages at places other than allowed areas.	₹ 500/- per offence

4. Late Fee Fine for Semester Registration

S. No	Purpose	Fee / Charge
1	Fine for Late Registration (Semester)	₹ 1000/- for registering after the due date specified in Academic Calendar. (Allowable with fine for First two weeks after commencement of classes; thereafter initiate deletion from roll list).

5. Late Fee Fine for Payment of Semester Fee

S. No	Purpose	Fees / Charges
1	Fine for late payment of Semester Fee	<p><u>Even Semester</u></p> <ul style="list-style-type: none"> • 15 June – 30 June - ₹ 200 per working day • 1 July onwards - ₹ 300 per working day <p><u>Odd Semester</u></p> <ul style="list-style-type: none"> • 15 Dec – 30 Dec - ₹ 200 per working day • 1 Jan onwards - ₹ 300 per working day <p>Emails to be sent to defaulters by CFAO, after every 10 days.</p>


Col. Bikram Mohanty (Retd.)
 Registrar