

PANJAB UNIVERSITY, CHANDIGARH

No. D-6/24/8856

Dated: 29/8/2024

From Assistant Registrar (Accounts-II) Panjab University Chandigarh	To Deputy Registrar (Colleges) Panjab University Chandigarh
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**Subject: Revised & rationalized procedure for collection of fee from affiliated Colleges effective from 2024-25.**

Each of the affiliated college is required to pay various kinds of fee to the University on annual basis such as College Development Fee, Youth Welfare Fee, Sports Counsel Fee, Student Holiday Home Fee, NSS Fee, etc. As per the existing system, the concerned affiliated College remit each of the fee components separately for credit to separate corresponding bank accounts of Panjab University. In many cases, the strength of student varies for a given affiliated College with respect to different components of fee leading to cases of non-reconciliation of fee and fee default cases.

Given the complicity involved in the present system, the Hon'ble Vice Chancellor has constituted a committee to review the existing system of collection of fee. The committee after due deliberation has recommended a revised and rationalized method of collection of fee from College which has been duly approved by the Vice Chancellor in exercise of powers conferred by the Syndicate as authorized by Senate in its meeting dated 10.02.2024 vide Para-I.

The revised and rationalized procedure for deposit of fee by affiliated Colleges from the session 2024-25 onwards shall be as under :-

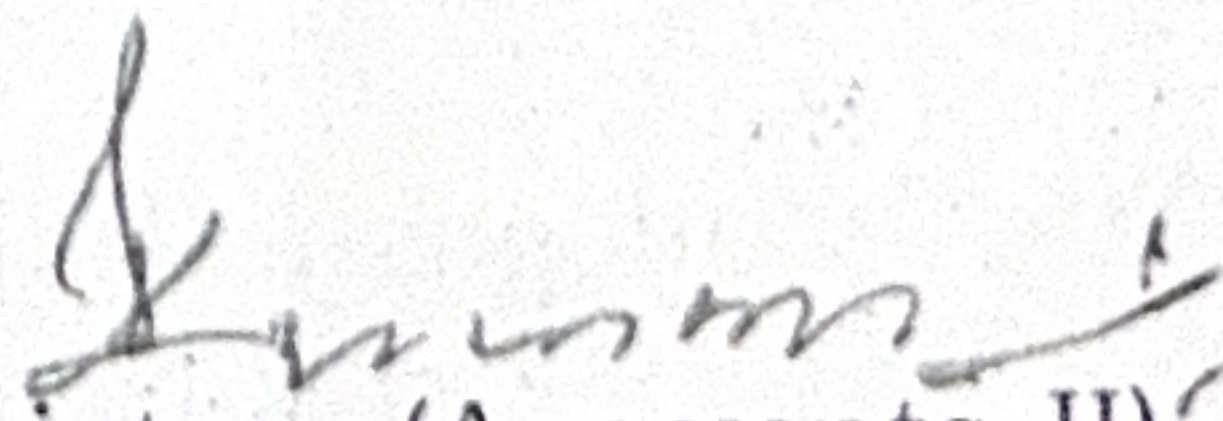
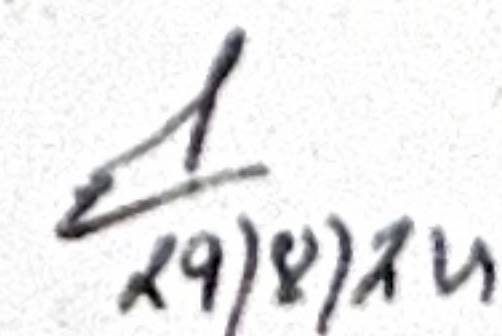
1. The Colleges shall deposit all the components of fee (except examination fee) in one go as a composite amount, along with the



student registration return. For payment of examination fee, the existing system shall continue.

2. For the convenience of the Colleges, a new proforma has been devised (**Annexure-I**), which contain the summary of number of students in the College as well as summary of fee to be deposited by the concerned College.
3. The concerned College shall submit the above proforma duly stamped and signed by the concerned Principle along with the student registration return effective from 2024-25 onwards.
4. The above format contains the details of students as well as summary of calculation of fee to be deposited with the University. The College shall deposit the due fee (as per the calculation depicted in the proforma) through online transaction and mention the transaction ID (UTR number) and date of such deposit in the proforma before submitting the same to the R&S Branch.
5. No student registration return shall be entertained by any office of the University unless and until such student registration return is supported by the proforma as mentioned above.
6. The offices of R&S Branch and D.R. (Colleges) shall process the registration return as per the existing practices with one addition that the copy of the aforesaid proforma shall be forwarded to Income Section for verification of the credit of due fee as depicted therein.
7. Only after the confirmation of due receipt by the Income Section, the R&S Branch shall process and accept the registration return of the concerned College.
8. This procedure shall be followed from the session 2024-25 onwards.

To ensure the compliance of the above instructions, you are requested to circulate the same to all the affiliated Colleges with due emphasis that the student return for the session 2024-25 shall be accepted only if composit fee as mentioned above is deposited alongwith the submission of student registration return.

  
Assistant Registrar (Accounts-II) 29/8/24  
  
29/8/24



Proforma to be submitted along with the Students' Registration Return w.e.f. Session 2024-2025.

**PART A:- SUMMARY OF NUMBER OF STUDENTS ADMITTED IN THE COLLEGE:-**

Sr. No.	Class/Course	No. of students in 1st Semester	No. of students in 3 <sup>rd</sup> Semester & onwards as per duration of concerned course	Total number of students
(1)	(2)	(3)	(4)	(5)=(3+4)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
	Total			

P.T.O.



**PART B: - SUMMARY OF FEES SUBMITTED FOR REGISTRATION/ENROLMENT OF STUDENTS:-**

**(a) For students admitted in 1<sup>st</sup> Semester of their respective Course:-**

Fee Type	Number of Students	Fee per student (2024-2025)	Total Fee (Rs.)
Registration/Enrolment Fee (For Normal Admission Students)		Rs.446/-	
Registration/Enrolment/ Migration Fee (for Migrated Students)		Rs.897/-	
Old-PUPIN/Continuation Fee		Rs.225/-	
<b>Total</b> (No. should be as per Column 3)		--	

**(b) For students admitted in 3<sup>rd</sup> Semester and onward Semesters of their respective Course:-**

Fee Type	Number of Students (as per Column 4)	Fee per student (2024-2025)	Total Fee (Rs.)
Continuation Fee		Rs.225/-	

- (c)** i. Affiliation Continuation Fee (as applicable) :- Rs. \_\_\_\_\_  
 ii. GST @18% on (i) :- Rs. \_\_\_\_\_  
**Total (i+ii)** :- Rs. \_\_\_\_\_

**(d) Fee towards various funds:-**

Fee Type	Number of Students (as per Column 5)	Fee per student (2024-2025)	Total Fee (Rs.)
College Development Council Fee		Rs.91/-	
Youth Welfare Fee		Rs.87/-	
Sports Fee		Rs.275/-	
Student Holiday Home Fee		Rs.80/-	
PU Alumni & Scholarship Fund		Rs.35/-	
NSS Fee (only for Colleges having NSS units)		Rs.10/-	
Foreign Student welfare Fund (only w.r.t. student admitted under Foreign/NRI category)		Rs.827/-	
Any other Fee			
<b>Total</b>	--	--	

**Total Fee (a+b+c+d) :-Rs. \_\_\_\_\_**

Credited to University Account No.43287856248 (IFSC –SBIN0000742) Branch Code-0742,  
 University Branch vide UTR NO \_\_\_\_\_ dated \_\_\_\_\_.Certified that  
 the number of students are as per students' Registration / Continuation Returns.

(Signature)  
 Name of the Principal  
 Name of the College along with Stamp