

Date: 5th July 2020

## ORDER

There are requests from students to submit the fees in instalments. All the requests for payment of fees in instalments should be presented by HoD/Dean to a committee chaired by vice chancellor to objectively look into genuineness of the problem as claimed by students. Following will be the members of the committee.

1. Vice Chancellor - Chairman
2. Registrar - Secretary
3. Dean Academics
4. Dean / HoD of concerning school.
5. CFAO
6. Dean Student Welfare

The committee may allow the mentor to present a particular case. In case Dean and HoD fails to present the facts of the case.

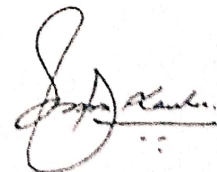
The decision of approval of payment of instalments and conditional registration will be with the above committee. The Dean and HoDs will communicate the decision of committee to the students with the reason of acceptance or rejection of the request to pay the fees in instalments as per decided criteria. The committee must ensure that the decision is taken and communicated to student through Dean/HoD within 3 working days of receiving the request.

**To:**

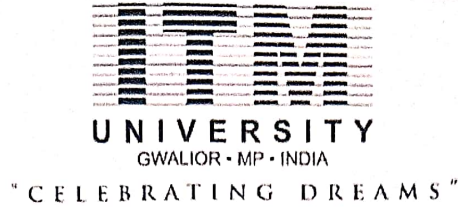
1. Vice Chancellor
2. Registrar
3. Dean Academics
4. Dean/HoDs of all schools
5. CFAO
6. Dean Student Welfare

**CC:**

1. Hon'ble Chancellor Madam



**Dr. Daulat Singh Chauhan**  
Pro-chancellor



Ref: ITMU/VCOI/2024/1055

Dated: March 12, 2024

### NOTIFICATION

The Pro-Vice Chancellor – Prof. S.K. Narayankhedkar is nominated as the chairman of fee committee constituted vide letter dated 5<sup>th</sup> July 2020.

The revised list of members of fee committee is as below:

1. Prof. S.K. Narayankhedkar, Pro Vice Chancellor - Chairman
2. Dean Academics-I
3. Dean Academics-II
4. Dean / HoD of concerning school
5. CFAO
6. Director Counselling
7. Dean Student Welfare
8. Dr. Omveer Singh Registrar – Secretary

VC Office

By Orders Hon'ble Vice Chancellor

### Copy to:

1. PA to Chancellor for information of Hon'ble Chancellor
2. PA to Pro-Chancellor for information of Hon'ble Pro-Chancellor
3. Registrar
4. All the above members of the committee
5. HR office
6. Office File (Main Copy)

By E-mail

