



University of Science & Technology, Bannu

OFFICE OF THE DIRECTOR ACADEMICS

Main Campus, Bannu Township, Bannu, Khyber Pakhtunkhwa (Pakistan)
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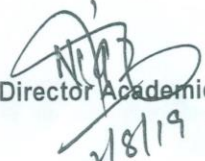
No. USTB/Acad. 4(11)/-1740

Dated: August 02, 2019

Subject: SoPs for Students' Dues

The SoPs regarding students' dues duly approved by the Vice Chancellor, University of Science & Technology, Bannu, are hereby circulated among all Heads of Teaching Departments/Sections for implementation and strict compliance.

All necessary steps may be taken in this regard under intimation to the Academics Section of the University.


Director Academics
2/8/19

Distribution:

1. All Heads of the Teaching Departments/Sections
2. Incharge University website for uploading on the website
3. Internal Auditor
4. Provost
5. PS to VC



UNIVERSITY STUDENTS DUES SoP'S 2019

**UNIVERSITY OF SCIENCE & TECHNOLOGY,
BANNU, Khyber Pakhtunkhwa (Pakistan)**

UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU

STUDETNS DUES SoP,S 2019

(A) SoP'S FOR ONGING SEMESTER

1. Students will be required to pay their dues/fee immediately after the admission as per University rules.
2. Fee/dues has to be deposited directly in the Bank through Bank Challan in cash only by the students and no cash will be handed over to the Department Chairman/Clerk in this connection.
3. All fee/dues of the regular university students must be deposited into the following banks a/c of the university:

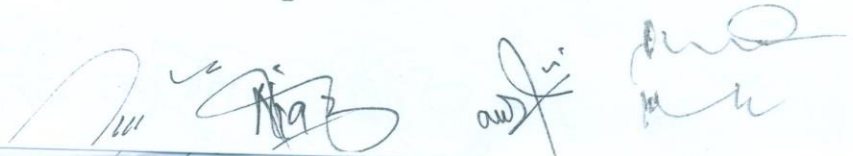
S.No	Bank	A/C#
01	Habib Bank Ltd: University Branch(Township)	00427991798703
02	United Bank Ltd: Pareedy Gate Bannu City	Each Deptt: has its own Bank a/c at UBL Bannu and the Bank has provided online access to the Concerned Chairman/Clerk

Note: Dues deposit other than the above mentioned account will not be considered. However any change in the management decision in this regard will be communicated from time to time.

4. In case, student fails to pay his dues by the specified dates he will be fined as under:

S#	Period	Amount
01	Within 10 days from the date of Admission	Rs.500/-
02	Within 15 days from the due date	Rs.1000/-
03	Within 01 month from the due date	Rs.1500/-

5. The actual fee and fine shall be clearly notified by be Chairman Office under intimation to all concerned for record and transparency.
6. No students shall be granted remission of fine in any case.
7. Partial and installment payments of dues shall not be entertained in any case by the students in the University, however partial deposit/installment deposit of dues by the concerned students will be considered as defaulter and shall be treated as per rules of the defaulter students.
8. The Chairman of the Department before commencement of the Classes shall formally notified the semester wise new enrollment/promotion to next semester for each semester which clearly depicts the session wise date under intimation to the Director Academic, Controller of Examination for record/data as required for onward reporting to quarter concerned shortly after the display of final merit list .
9. After commencement of classes the issue of leftover /admission cancellation cases may be notified under intimation of the Director Academics and Controller of examination and Treasurer for record and onward process.
10. The students personal file record may be maintained in hard form, which consists of all important documents which are required for academic correspondence, dues verification, emergency contact and university alumni record.
11. The students of the university who fail to deposit their dues after one month their admission/registration shall be stand cancelled and they shall not be allowed for classes. The entire process of cancellation will be monitored and duly notified by the Concerned Chairman under intimation of all concerned
12. The Chairman of the Department with the assistance of the concerned ministerial staff shall maintain formal personal file in respect of each student of the department. In this connection formal job description (JD) will be framed by the chairman duly notified for official record and evaluation of the performance of the concerned staff as required for the character Roll/ACR which is fall due on 31st December each year.
13. The concerned staff in each department should update students ledger on the day of receipt of fee deposit slip and all the entries made in the students ledger may be



signed by the dealing Clerk/Assistant and counter verified by the Chairman concerned for each semester.

14. The Treasurer's office will update the student's dues/ledger on daily basis for onward verification at the time of student's clearance.
15. The Treasurer's Office should direct the concerned Banks to enter the complete detail of the Students in order to facilitate future verifications.
16. Treasurer should initiate the system towards online system in order to control fake deposited challan and unfair means in the payment process
17. No students to be allowed to receive any type of academic documents unless and until the students have cleared all their dues. The process of Hostel Security clearance will be initiated from the Provost/Hostel Warden's Office while for the Degree/Transcript clearance the clearance process on proforma will be initiated from the office of Concerned Chairman.
18. The defaulter students shall not be granted financial aid (Scholarship) and the Chairman Department will have the primary responsibility under these SOP's to reject the such applications
19. FAD section will consider only those students for scholarship who have been formally forwarded by the Chairman with dues clearance report.
20. Student outstanding dues due to any reason shall neither be remitted nor shall it be adjusted against the Scholarship amount.
21. All sections will be bound for proper verification for which they be held responsible, however the Clearance proforma in favour of Students who seek clearance shall be initiated and cleared by the Concerned Chairman/Director of the Department. In case there arise misconduct or gross negligence the responsibility will be fixed and the amount involved shall be recovered from the responsible one.
22. Treasurer's Office will reconcile the amount being credited to the University Account and the System Analyst will develop a computerized system in this regard.
23. To expedite the fees collection process of the outstanding dues all the HoD's should take action by not allowing students in the classes and Examination until clearance of the outstanding amount

24. Printed slip should be issued by the concerned Departments with clear written amount to be paid by the students to Bank.

(B) Hostel Dues Regulations

- 1: The University Hostel wardens shall be responsible for the collection of dues and to ensure that students boarding in the hostels have deposited their hostel dues within due time in the bank accounts mentioned above.
- 2: The hostel staff will maintain all necessary record/ledger books of dues duly signed and countersigned by the hostel authorities.
- 3: The Hostel rules/regulations/SOPs will be revised as and when required including 10% annual increase in the dues as per university policy.
- 4: The clearance performa regarding hostel dues shall be initiated from the concerned hostel warden.
- 5: The hostel wardens will intimate all defaulter students to the Provost for onward necessary action as per University rules/policy in vogue.

(C) SoP'S FOR DEFAULTER STUDENTS

1. All Chairmen of the Departments may take an initiative to trace out the exact numbers of the defaulter students in their respective department from the available record of their offices OR by taking assistance from the computer personnel's in the examination section of the university.
2. To make the future course of action possible the chairman office may clearly specified these students as per the following details:

S#	Students Name/Contact	F/Name	Batch/Ses sion	Left over after 1 st Semest er	Admission Cancelled as HEC Criteria	Defaulter and Received his Degree
01	ALI	Aslam	2011-14	No	Yes	No
02	Gul	Khan	2012-15	No	No	Yes

3. The Chairman office may thoroughly check and verify the tabulated data before verifying the same. The information once notified will be considered as final and the responsible dealing hands and chairman will be held responsible to prove that the data is based on fact.
4. Upon receiving reliable information about the issue formal letter shall be issued by the Chairman of the concern department to the defaulters Students under intimation (Carbon copy) to the Director Academics and Controller of Examination and warned the defaulters for strict compliance to settle their outstanding dues within 15 working days from the date of issuance of the letter, failing which theirs Degrees shall be cancelled and disciplinary actions will be taken under intimation to all concerned including their recent employer(if any)
5. The sections of the SOP's shall come into force with immediate effect until otherwise revoke by the University management

Prepared By:

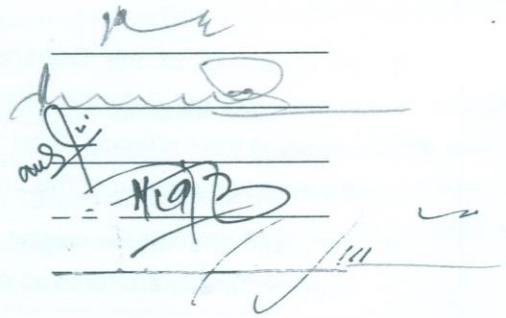
Registrar, UST Bannu

Treasurer, USt Bannu

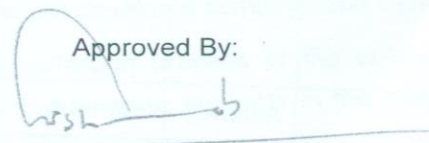
Director Admin; UST Bannu

Director Academics, USt Bannu

Deputy Director Accounts, USt Bannu



Approved By:



Vice Chancellor, UST Bannu