



ORIC
N U M L

Policy for Fee Submission M.Phil. & Ph.D. Programs

Year 2021

Contents

Section-1: Definitions	2
Section-2. Policy and Procedure	3

Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Act and Statutes of National University of Modern Languages (NUML), the following expressions shall have the meanings as follows:

- 1.1 **Applicant** means a person who formally applies for admission to the University.
- 1.2 **Challan Form** means a receipt for payment of University fee.
- 1.3 **Fee** means money that applicant/student pays to the University for the respective program.
- 1.4 **Fine** means the additional amount which a student has to pay extra because of not paying within stipulated time.
- 1.5 **Student Portal** means a platform for students to register, select courses and get Challan Form.
- 1.6 **University** means National University of Modern Languages.

Section-2. Policy and Procedure

1. Purpose:

To streamline fee submission of M.Phil. and Ph.D. programs.

2. Scope:

This policy applies to students / prospective students of M.Phil. and Ph.D. programs.

3. Procedure:

3.1 For New/Existing Students

- i The applicants/students will only be allowed to attend classes if they pay their respective fees in accordance with the fee payment per schedule. A fine of Rs.1000 will be charged if the fee is paid within fifteen days of the due date. A fine of Rs. 2000 will be charged if the fee is paid till mid-term exam after the due date.
- ii After due date, first reminder of non-submission of fee with fine will be sent by Director Finance through the respective Department to the concerned students.
- iii After first reminder, a warning will be issued to the student by Director Finance through the Head of Department (HoD).
- iv If the fee is not paid till the initiation of mid-term exam, the name of the students will be sent for SoR by Director Finance through Academic for approval of the Rector. After approval from Rector, the student's admission will be treated as cancelled.

3.2 For Students Registered Prior to 2019

- i Respective HoD will e-mail Challan Form to students and the office of Director Finance will be kept in the loop by the departments.
- ii Copies of Challan Form will be delivered by the Finance Branch to the concerned Department before the start of new semester which will be delivered to the students by the respective department/s.

3.3 For Students Post Coursework Phase

- i Respective department/s will ensure the fee submission of students during this phase in collaboration with Finance Branch. However, Director QEC will confirm that the students have paid their fees at the last stage before doing the plagiarism check. Student's theses will not be checked for plagiarism till their dues are cleared.