



# Indraprastha Institute of Information Technology, Delhi

(A State University, established by Government of NCT Delhi)

Okhla Phase-III, New Delhi-110020

Website: <http://www.iiitd.ac.in>

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IIIT-Delhi/ Office Orders/2015/-1969

October 10, 2022

**Office Order No.- 111/2022**

**Subject: Revised Tuition Fee Payment Policy**

The Board in its 58<sup>th</sup> meeting held on 06.09.2022 has approved the attached Policy for implementation from the coming semester of the Academic Year-2022-23.

This is issued with the approval of the Competent Authority.



(Dr. Ashok Kumar Solanki)  
Registrar

**Attached: as above.**

Copy for information / necessary action (through e-mail) to:

1. Director's Office for information of the Director,
2. Controller of Finance,
3. Dean of Academic Affairs,
4. F&A Division,
5. Academics' Division,
6. Office Orders File.



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## INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI

### Tuition Fee Payment Policy

#### Timelines of Fee Payment

The following timelines will be followed:

S. No.	Activity	Timeline
1	Raising demand for Fee Payment	60 days before the class start date
2	Last date of Fee Payment (without fine or penalty)	40 days from the demand date
3	Last date of Fee Payment (with a fine of Rs.1,000/- per day)	03 days after the last of Fee Payment without fine or penalty
4	Last date of Fee Payment (with a penalty of Rs.10,000/-)	02 days after the last date of Fee Payment with fine

The Academic Division shall announce the Tuition Fee/Schedule of Payment for the entire academic year so that the students/parents may plan/arrange Fee payment by the announced timelines. The F&A Division, as per the existing process, shall raise the demand for a semester on the basis of list of students provided by the Academics Division.

#### Relaxation in Timeline of Payment

As the Fee for the entire year shall be informed in advance, ordinarily, no extension in the timeline of Fee payment will be allowed. However, in extreme circumstances, a student can appeal for extension. All such requests must be received before the final last date of fee payment (with fine of Rs. 10,000/-). For all such received requests, on a case-to-case basis, a Committee of DoAA, DoSA, Registrar, and the CoF shall propose a name-wise extension to the Director (not exceeding 15 days) from the final last payment date with a penalty. Before recommending to the Director, due-diligence shall be carried out to check the genuineness of the request. The Office of the DoSA shall assist in this regard.

#### Reconciliation of the Fee Received

Within 15 days after the last payment date, with a penalty, the F&A Division shall forward to the Academic Division the names of those who have not paid the Fee by the due date. In next 05 days the Academic Division shall inform the defaulters.

#### Cancellation of Registration

After the last payment date with a penalty, no relaxation (except for the cases recommended by the Committee to the Director) is allowed under any circumstances, and the student's admission will stand canceled without further notice.

A letter "Intimation of the Cancellation of Registration" will be sent to the student mentioning the following actions:

- Registration will be terminated,



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- (b) The name will be struck off the students' records,
- (c) The hostel will have to be vacated, and
- (d) All facilities will be withdrawn.

**After the letters have been sent a student will receive 10 days to apply against cancellation. If an appeal is not received, then the admission will stand cancelled.**

### **Appeal against Cancellation:**

To appeal against cancellation, a student will have to submit a written application, within a week of the registration cancellation, addressed to the DoAA, mentioning why the registration renewal should be allowed. For making an appeal, the student will have to deposit an additional Rs. 5,000/- (over and above the Tuition Fee + fine per day up to the date of making request and penalty of Rs. 10,000/-). Within 15 days of the receipt of request the DoAA may make a recommendation to the Director for renewal.

### **Renewal of Registration**

After receiving a written appeal and confirmation from the F&A Division that all the fee with all mentioned penalties have been deposited, the DoAA may approve withdrawal of the cancellation letter and the registration of the student will continue.