



10-Jan.-2019

Dear Parents / Student,

Greetings from Lloyd academic community!

### **EVEN SEMESTER FEE DEPOSIT - REMINDER**

Semester Fee deposit is primarily a responsibility of the parents / guardians. College does not want to involve students (a beneficiary) in this institution – guardian privy relationship. To settle the approach, we felt needful to convey a formal 'Fee Deposit Policy' that should work as a guide to both drawer –and- the drawee. This policy was drafted and conveyed to you to work as a final proposition from our side in respect of Fee deposits of any student of this law school studying in any batch / course. Timely fee deposit enables us to focus on quality academics and better opportunities for your wards. Any suggestions in this regard from any natural parents or lawful guardians of students studying here are always welcome.

- We do not want to impose, levy or charge penalty or fine, but, responsive and non-responsive cannot be treated similarly, so it became imperative to take some penal steps to prevent delays rather than to collect the fine. Same is visible by the fee schedule attached herewith as we are not imposing fee penalty.
- Anyone fails to deposit the fee on time in any Semester, as per the University rules, he / she factually failed to register him as a regular student for the ongoing semester, so, their attendance will be marked but will not be commuted to their User-Id of the regular scheduled classes or other academic callings.
- **All the student are permitted to attend the regular classes since commencement but From Friday 27 Jan. 2019 onwards 'ATTENDANCE SHALL BE MARKED ONLY OF THE FEE DEPOSITED STUDENTS'. The fee defaulting students shall be losing class attendance, whether they attended or not attended the class, it is immaterial. Standard count of attendance shall be on the scale of first day of commencement of Semester class to the last working day in any case.**
- In case you default in depositing Semester Fee, college reserves all rights to take any appropriate lawful action against you as per UGC guidelines, CCS University Regulations and general applicable laws of the land.

### **FEE DEPOSIT SCHEDULE - LL.B. & BA.LL.B.**

<u>WINDOW</u>	<u>SCHEDULE</u>	<u>LEVY</u>
<b>First &amp; Last Window</b>	<b>02 Jan. – 25 Jan. 2019</b>	<b>ON TIME - NO FINE</b>
<b>IMPORTANT NOTE:</b>		
<ol style="list-style-type: none"><li>1. Accounts Dept. will ALSO open for fee deposit on Sundays.</li><li>2. College will stop the defaulting student from attending classes / marking class attendance.</li><li>3. Anyone falling short of minimum attendance benchmark due to non-deposit of fee on time cannot claim immunity from minimum attendance regulation for sitting in the End Semester University Examination - May 2019.</li><li>4. No oral, written or email communication will change or exempt any one from this schedule.</li><li>5. In cases of default, the defaulting student will have to pay 02 semesters fee now or college may be compelled to initiate recovery suits or terminate the studentship.</li></ol>		



### **FEE DEFAULT CLAUSE:**

1. Any student(s) going to LL.B. - Sem. II, IV, VI or BA.LL.B. - Sem. II, IV, VI, VIII & X Semester of study and have not yet deposited her/his pending dues of the last Semester(s) in any case, must have to deposit all outstanding fee also.
2. Students subscribed book bank facility in any of the last two semesters, if not yet returned the book bank, have to deposit the MRP of all the subscribed books along-with this fee due.

### **MODE OF PAYMENT**

- a. **Cash:** Cash fee deposit at the college accounts section on the designated days.
- b. **Online:** online fee deposit is possible following the account details of the college.
- c. **Credit / Debit Card:** swap machine available at the accounts department.
- d. **Demand Draft (DD):** Demand Draft must be drawn in favor of "**LLOYD LAW COLLEGE**" payable at GREATER NOIDA. The student must mention his/her "**Name & Registered Mobile No.**" at the back of the demand draft.
  - a. **Submission of DD at Counter:** Demand Draft may be deposited directly at the college counter or College Account.
  - b. **Submission of DD by Post:** Demand Draft may also be posted to the college addressed to "**THE ACCOUNTS DEPARTMENT, LLOYD LAW COLLEGE, PLOT NO. 11, KNOWLEDGE PARK-II, GREATER NOIDA-201306, DELHI/NCR.**"
- e. **Cheque:** Cheque must be drawn in favor of "**LLOYD LAW COLLEGE**" and deposited at the college counter or College Account. The candidate must mention his/her "**Name & Registered Mobile No.**" at the back of the cheque. The candidate shall obtain receipt of payment of fees upon realization of the cheque in the account.
- f. **RTGS/NEFT:** Fees may be deposited in favor of "**LLOYD LAW COLLEGE**" through RTGS/NEFT at its "**Punjab National Bank Account** at **Sarita Vihar, New Delhi** bearing **Account Number: 3976002100005500** and **IFSC Code: PUNB0397600.**"
- g. **IMPORTANT NOTE:** After payment through Online/RTGS/NEFT, the student is required to email the receipt of the transaction with transaction reference number and his/her Name, Year of Study, Course and Roll Number to [account@lloydlawcollege.edu.in](mailto:account@lloydlawcollege.edu.in) and the student shall obtain confirmation receipt for fee payment after 5 days from the College counter. **FOR ASSISTANCE IN FEE PAYMENT PLZ. CALL: 09821891832**

### **FEE DESPOSIT E-MAIL CONFIRMATION:**

- h. Every student who has done his fee submission for the current Semester either before, now or does it anytime within the time schedule, is supposed to send an email to [dalip@lloydlawcollege.edu.in](mailto:dalip@lloydlawcollege.edu.in) and [ruchika@lloydlawcollege.edu.in](mailto:ruchika@lloydlawcollege.edu.in) c.c. [account@lloydlawcollege.edu.in](mailto:account@lloydlawcollege.edu.in)
- i. Without this email your name will not be included in the class attendance list.

Feel free to contact in genuine regards.

**DR. MD. SALIM**

**DIRECTOR**

**LLOYD LAW COLLEGE**

[director@lloydlawcollege.edu.in](mailto:director@lloydlawcollege.edu.in)