



Fee Deposition Policy for the Academic Session; 2023-24 for all First Year Students

It is hereby informed to all the First-Year students of COER University that Session 2023-24 will be commenced w.e.f. July 17, 2023. In view of this all the students are required to report at COER University on Monday, July 17, 2023 with all the documents and fees as per given guidelines. Classes of all the courses will be commenced next day of reporting i.e. July 18, 2023. The rules for the fees deposition are mentioned here as under:

- 1) **Fee** (for First Year students): Students are required to deposit their complete fee (whatever applicable) as per schedule given below:

| Semester | Fee Deposition Schedule |
|----------|---|
| Odd | On or before Monday, July 17, 2023 |
| Even | Thursday, January 25, 2024 to Thursday, February 08, 2024 |

Mode of Payment: The student can deposit their fees by using Cash/ Internet Banking/ NEFT/ RTGS in favor of University bank account as follows:

| Account Holder Name | COER University |
|----------------------------|----------------------|
| o Bank & Branch | Punjab National Bank |
| o Account Number | 4044002100008584 |
| o IFSC Code | PUNB0404400 |
| o Branch | I.I.T. Roorkee |

Note:

- o Late Fees of Rs. 200 per day will be charged after the deadlines.
- o If any student wants to take a fee structure for loan purpose (for the Session 2023-24), he/ she has to apply on or before July 03, 2023 in the Office of the Undersigned.
- o For any matter related to fees deposition contact office of the **Dy.Registrar (Admin & Legal Affairs)**
- o For loan requisition and verification, e-mail on **dyregistrar@coer.ac.in**
Phone: 9027916062

[Handwritten Signature]
27/6/2023

[Handwritten Signature]
27/06



DOCUMENT REQUIRED AT THE TIME OF REPORTING FOR THE SESSION (2023-24)

1. Photo copy of student's & Parent's Aadhar-Card
 2. Students 4 Passport size photographs
 3. Student's declaration form
 4. 10th Mark-sheet (2 Photo copy)
 5. 12th Mark-sheet (2 Photo copy)
 6. Character Certificate
 7. Migration Certificate & TC(Original)
 8. Gap declaration on Rs. 10 non judiciary stamp paper
 9. Caste Certificate
 10. Domicile Certificate
 11. Income Certificate (Not more than one Year)
 12. Medical Health Certificate (Not more than one month)
 13. Vaccination Certificate
 14. Fees Declaration (Format will be provided at the time of reporting)
 15. Hostel Declaration (Format will be provided at the time of reporting)
 16. Graduation Mark-sheet Photo copy
- Mandatory to all students
- Only for PG Course students

Note: Original copy of all the above documents is required only for verification at the time of reporting.

[Handwritten Signature]
27/06/2023

[Handwritten Signature]
27/06