



# SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhana, Distt - Jalandhar

Ref. No.: SBBSU/26/1279

Date: 18.08.2026

## OFFICE ORDER

**Subject: Policy for Fee Payment in Instalment for Needy Students.**

In reference to letter having Reference No. SBBSU/DA/26/205 dated 22.07.2026, a meeting was convened to deliberate and finalize the proposal for allowing students facing genuine financial constraints to pay their academic fee in instalments. After detailed discussion, the Committee unanimously recommended the following:

- 1. Eligibility and Verification:** Requests for payment of fee in instalments shall be considered only after due verification and recommendation by the Class In-charge, Head of the Department.
- 2. Payment in Two Instalments:** Recommended students may be permitted to deposit the fee in two instalments in the ratio of 40:60 with 40% of the total fee payable as the first instalment (at the time of registration) and the remaining 60% payable as the second instalment.
- 3. Time Limit for Payment of second instalment:** The second instalment of the fee (60%) shall be deposited at least one month prior to the commencement of the final examination.
- 4. Provision for Three Instalments:** In special cases, the student may be permitted to deposit the fee in three instalments, subject to proper verification by the concerned department and approval by the competent authority.
- 5. The instalment cases will be approved by the Dean Academics.**

This issues with the approval of the competent Authority.

  
Registrar  


To: (For necessary action, please):

1. Dean (Academics)
2. Controller of Examination
3. Dr. Jagdeep Kaur, Professor UIET, Co-ordinator Regulation Committee
4. Dr. Amrinder Singh Associate Professor UIET, Member Secretary Regulation Committee
5. All Directors/Dy. Directors, Deans/Dy. Deans, Heads, Coordinators, Dy. Registrar, CAFO, Admission Cell, CoE, Examination Cell, Manager Facilities, Security Officer, Hostel wardens, faculty and staff members, Workshop in charge
6. Fee Section – Ms. Harmanpreet Kaur
7. Website In-charge – To upload at the University Website

cc: (For kind information, please):

(Approval Ref. No 15026)

1. Honourable Vice-Chancellor
2. OSD to Hon'ble Chancellor for kind the information