



# **HITEC UNIVERSITY TAXILA**

## **OFFICE OF THE REGISTRAR**

**No.REG/Policy/20/9074**

**Dated: June 19, 2020**

**Subject: Revised Policy for Adjustment of Transport Charges – HITEC University**

### **General**

1. The Spring Semester 2020 started from Monday February 10, 2020 and all students willing to avail the facility of transport of the university deposited the Transport Charges for the entire semester in advance. Due to the spread of Coronavirus epidemic, the University was closed on March 16, 2020 because of lockdown and all the students discontinued the use of transport. Hence, the students did not avail the facility of University transport for the complete duration of the Semester Spring 2020.

### **Aim**

2. The aim of this policy is to streamline the procedure to adjust the balance of transport charges for the remaining period of the Spring Semester 2020.

### **Calculation of Amount for Adjustment**

3. All students availing the facility of university transport deposited Rs 25000/- for the duration of the Spring Semester 2020 which is spread over 19 weeks. The Spring Semester 2020 for all students (less Civil Engineering) was scheduled from February 10, 2020 to June 26, 2020 whereas for Civil Engineering it was from March 9, 2020 to 24 July 2020 including one week Eid Holidays. Following formula will be applied for the calculation of share of transport charges for adjustment for the period of time for which the students did not utilize the University transport:

- a. Total duration of the Semester is 19 weeks.
- b. Students availed the University transport for 5 weeks.
- c. Total amount deposited by the students was Rs 25000/-.
- d. Students of all departments less Civil Engineering to be charged Rs 6600/- for the utilization of University transport calculated as follows :  $(25000 \times 5) / 19$
- e. Students of Civil Engineering will be charged Rs 1300/- for the use of transport calculates as follows:  $(25000 \times 1) / 19$
- f. An amount of Rs 18,400/- and Rs 23,700/- will be adjusted into the demand for Transport Charges for next semester from students of all departments (less civil engineering) and civil engineering department respectively.

- g. Final year students who availed university transport will be refunded Rs 18,400/- along with the security refund after the provision of the clearance certificate.
- h. In case a student does not want to avail the transport facility of the University, he/she can get the amount adjusted against the demand of tuition fee for Fall Semester 2020.
- i. Students who used University transport can also get this amount of transport charges adjusted against Summer Semester 2020 Fee and pay the remaining amount if any.

#### **Procedure of Adjustment**

- 4. Following procedure will be followed for the adjustment of amount given at para 3 d & e above:
  - a. All students who deposited the transport charges for Spring Semester 2020 and desire to avail the transport facility for Fall Semester 2020, will apply to the Manger Administration for allotment of transport. Manger Administration will recommend the case to Treasurer office for issuance of Transport Charges challan for the remaining amount after adjustment of balance amount in the light of para 3 f.
  - b. The students who want to adjust the amount against the Summer Semester 2020 Fee will apply to Treasurer and Treasurer Office will issue challan of balance amount to the students after adjustment of amount as per para 3 f. In case the amount exceeds the Summer Semester Fee, Treasurer Office will adjust the surplus amount against the tuition fee for Fall Semester 2020 and inform the student accordingly.
  - c. Final Year students can apply to Treasurer for adjustment of Rs 18,400/- against Summer Semester Fee or its refund along with security. Treasurer Office will issue consolidated cheque to the passing out students including refundable Transport Charges.

#### **Conclusion**

- 5. This policy is expected to resolve the refund problem of the students who utilized the Transport facility partially during the Spring Semester 2020. The policy will be implemented with immediate effect and will be circulated to all affected students and departments.



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Registrar**