



HITEC UNIVERSITY TAXILA

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SOP FOR REGISTRATION / ENROLLMENT AND SUBMISSION OF SEMESTER FEE

General

1. It is mandatory for all registered students to enroll in the courses in each semester before the commencement of the regular semester as per laid down policy of the University. After the enrollment, it is an important requirement that semester fee payments are made within the deadline notified by the University for the continuation of studies and registration with the University. HITEC University being a Non-Profit Organization (NPO) relies on semester fee to pay salaries of faculty and staff and to meet all the operational and development expenditure.

Aim

2. The aim of this SOP is to streamline the process of registration/enrollment and submission of semester fee. This SOP will be applicable for undergraduate students (from 2nd till 8th semesters) and to all MS & PhD students.

Procedure

3. Students will be required to register / enroll the courses and deposit semester fee payments as per the following procedure:-

Semester Registration/Enrollment

4. Following timeline will be followed for the enrollment:-

a. Complete list of offered courses in a semester will be shared to the students as per the following deadline:-

(1) Spring Semester : Notified date (any day of last week of January)

(2) Fall Semester : Notified date (any day of first week of September)

b. Students will be required to login to the enrollment portal using their official email address and enroll the courses during the two Registration Days as per the following deadline:-

(1) Enrollment in Spring Semester : Notified two Days (last week of January)

- (2) Enrollment in Fall Semester : Notified two Days (first week of September)
- c. After successful enrollment of courses, semester fee voucher will be available for its downloading and printing.
 - d. Registration portal will be disabled after the expiry of Registration Days.

Submission of Semester Fee Payment

5. Students to print the semester fee voucher and pay the semester fee by the due date (i.e. 1st day of commencement of semester) at designated Banks listed on the voucher. In order to facilitate the students, no classes will be conducted on the last date of submission of dues and the makeup classes will be scheduled during the self-study periods.

Fine on Late Payment

6. In case any student fails to deposit the semester fee within the due date, he/she will be allowed to deposit fee within the first two weeks after the commencement of semester along with the late payment fine as per the following schedule:-

- a. 5% fine will be charged after the expiry of one week of the commencement of semester.
- b. 10% fine will be charged after the expiry of two weeks of the commencement of semester.

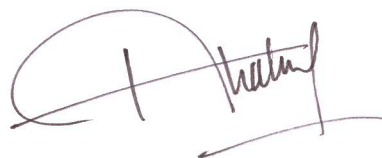
Suspension of Registration

7. Registration of a student will be suspended on the following grounds:-

- a. **Failure to enroll in a semester:** Students failing to enroll in a semester within two weeks after the commencement of semester will be suspended from the University rolls.
- b. **Failure to deposit semester fee:** Students failing to deposit semester fee payment within two weeks after the commencement of semester will be suspended from the University rolls.

Re-instatement of University Registration

8. Registration will be restored within four weeks of the commencement of a semester after payment of all outstanding dues including late payment fine and reinstatement fee @ Rs. 5000/-. On Monday, fifth week of the semester, students who fail to enroll themselves in a semester or fail to deposit fee will not be allowed to continue studies in current semester and will be asked to join in the same semester next year.



Submission of Paid Vouchers

9. Students to ensure the following:-

- a. Submission of original copy of paid fee voucher to the Accounts Office of the University.
- b. Submission of copy of paid fee voucher through WhatsApp at the following number:-

Mobile Number : 03155169152

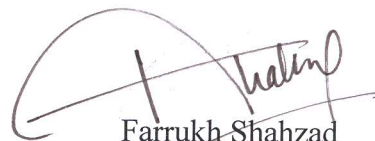
- c. In case any student fails to submit the original copy of paid fee voucher to the Accounts Office, his/her name will appear in the list of students with outstanding dues.

Worker's Welfare Board (WWB) Scholarship

10. All students, who are availing Workers Welfare Board Scholarship, are required to deposit semester fee in full by the due date. Amount of scholarship that will be received from WWB will be reimbursed to the students as and when received by the University.

Conclusion

11. All students will be responsible to follow the policy in true letter and spirit in order to avoid fine, suspension of registration or any academic loss. It is hoped that the implementation will help the students for timely registration/enrolment of courses and payments of their semester fees in each semester.


Farrukh Shahzad
Registrar