

## **FAQ on student fee collection mechanism:-**

### **A.Entry and Editing of Student data in UBI Portal:-**

Q-1 Who has to enter student data in UBI Portal?

Ans- The Class teacher has to enter student data in UBI Portal.

Q-2 At what stage, student data is to be entered in UBI portal?.

Ans Student data is to be entered at the time of admission of student.

Q-3 In UBI Portal, under which head/sub head student data is to be entered at the time of Admission by the class teacher?

Ans- Student data is to be entered by class teacher through his/her USER ID under head "Masters", sub head "New Admission".

Q-4 Whether new admission can take place throughout year?

Ans Yes, "New Admission" remains open throughout Academic session. Please provisionally allot admission no to student as was supposed to be allotted to him/her and generate fee challan. Subsequent to deposit of fee by student, entries to be made in SR/Admission register. If student fails to deposit fee in five days then his/her fee will not be accepted by bank and after fortnight, Portal will suo moto delete this UID and same admission no/UID no can be allotted to another student.

Q-5. In case student already admitted manually in previous quarter, then under which head/sub head student data same can be entered in UBI Portal?

Ans If student already enrolled then student data to be entered in teacher USER ID under "Masters", sub head, "Existing student".

Q-6 If any discrepancy had taken place while entering student data in UBI Portal, then what is remedy available to rectify student detail?

Ans In case any mistake has happened in filling up of student data on UBI Portal, then complete student detail(**barring admission no and year of admission**) can be edited/corrected by respective class teacher in next month subsequent to fee collection month. However, discrepancy, if any prevails in admission no and year of admission of student and wrong UID no has been generated then that UID needs to be deleted and again afresh student data needs to be entered in UBI Portal.

**B. Applicable fee and Exemption of fee :-**

Q-7 What is basis for computation of student fee and allowing permissible exemption?

Ans Fee chargeable from students is governed by KVS Hqrs Circular no. F110240/04/2013/KVS(Budget) dated 19.03.2013. Circular is available in the KVS Hqr website under 'Academic'.

Exemptions are mentioned at Annexure-A of above Circular.

Q-8 How fee is computed by system?

Ans Please fill up **factual information of student** in the UBI Portal. System will calculate fee on the basis of applicable fee structure of that class in which student admitted and information filled up/updated from time to time.

Q-9 Whether fee can be wrongly computed by the system?

Ans. No. System computes fee as per applicable fee structure and details of student entered in UBI Portal. If any error taken place in entering student detail in UBI Portal, then possibility of wrong computation of fee prevails.

Q-10 Who is responsible for computation of correct fee applicable from student?

Ans In terms of Account Code, Class teacher is responsible for computation of correct fee chargeable from student. Principal is responsible in Supervisory capacity. **The PGT(CS) or any other official facilitating class teachers cannot be held responsible/lapse on part of respective class teachers.**

Q-11 Whether in addition to quarterly fee, Re admission and Arrears can also be deposited through UBI Portal? How arrear will be computed.

Ans Yes, in addition to quarterly fee, Readmission fee will also be accepted by bank from those students, who could not deposit fee in the fee collection month of April, July, October and January respectively. Re admission fee will be accepted from 5<sup>th</sup> of next month subsequent to above mentioned fee collection month till end of quarter.

As regards arrear, If student does not deposit fee within the quarter, then system will carry forward fee amount, fine and Re admission charges of previous quarter to the next quarter and will be reflected as Arrear in next quarter fee challan.

Q-12 Whether students can deposit fee in advance for subsequent quarters?

Ans Yes, student can deposit fee in advance for complete Academic session. For deposit of advance fee, student has to make a request to the class teacher. **Advance fee as mentioned in fee challan will be accepted only in fee collection month and in subsequent two month of quarter, system will accept only quarterly fee of that respective quarter though it was computed by teacher initially.**

Q-13 Whether fine/Readmission fee as applicable after normal fee collection period is reflected in fee challan?

Ans **Fee challan remains valid for complete quarter.** At present, no fine is applicable till 15<sup>th</sup> of fee collection month. Fine will be computed by system on its own after 15<sup>th</sup> of fee collection till end of fee collection month@Rs5/10 per day as the case may be. Thereafter, Re admission fee of

Rs 100/- is additional payable for subsequent next two months of quarter in addition to quarterly fee and amount of fine accrued till end of fee collection month.

If Parents/students want to see amount of fine/Readmission fee as applicable from time to time, same can be viewed in student portal on UBI website by mentioning UID no and DOB of student on <https://eremit.unionbankofindia.co.in/Kvfees/>. The fee, fine and Readmission fee as deposited by student/Parent will be reflected on the fee receipt.

Q-14 When a student in class XI initially opts for science stream and during same quarter changes to Commerce/Arts stream and visa versa, then which stream fee will be applicable for first quarter?

Ans Fee payable for initial quarter will depend upon allocation of stream to student as per his/her eligibility. Change in stream could be permitted subject to availability of seat in that stream, **however, fee for changed stream will become applicable from next quarter onwards, as previous quarter is on the verge of closure at the time of change of stream.**

Q-15 For allowing any type of fee concession to student as permitted under fee structure, Whether requisite documents/certificate as prescribed from time to time is required to be kept in record?

Ans Requisite document/certificate on basis of which exemption is permitted may please be sought from Parent and kept in record, so that admissibility of exemption may be analyzed by Audit/RO.

Q-16 At what point of time, requisite certificate/document is to be sought from student/Parent for allowing any type of fee exemption?

Ans Affidavit/Certificate as required to be collected for allowing any type of exemption may please be collected from Parent well in advance **on before 15<sup>th</sup> of March/June/Sep/Dec**, so that correct fee for the quarter April-June, July- Sep, Oct-Dec and Jan- March, may be computed by system on basis of

information fed into UBI Portal. A circular in this regard may please be placed on website of KV or notice to be placed on Notice board by respective KV.

Q-17 If a student/Parent fails to submit requisite certificate/documents seeking fee exemption and submit it after commencement of fee collection by bank then whether fee exemption is to be permitted for the ongoing quarter?

Ans. No, as complete student data stands freeze before commencement of quarterly fee collection by bank and no editing is permissible thereafter. Fee exemption, if any is to be availed by student then requisite document/certificate is required to be furnished before stipulated cut of date.

Q-18 What circular governs allowing exemption to physically handicapped student?

Ans The KVS Hqr circular no 125-19/2007-2008/KVS(budget) dated 15.10.2009 governs the issue.

**C. Verification of student data:-**

Q-19 Whether first and second verification is required to be carried out for “New Admission” by class teacher and Principal?

Ans Yes, first & second verification is required to be carried out failing which fee will not be uploaded in UBI Portal and fee will not be accepted by UBI.

Q-20 Whether first and second verification is required to be carried out for each student by class teacher and Principal in every quarter, so as to become quarterly fee due for existing students enrolled with KV?

Ans Yes, first & second verification is required to be carried out in each quarter, failing which quarterly fee will not be uploaded in UBI Portal and fee will not be accepted by Union bank of India. Not conducting verification by teacher/Principal invites Penal action.

Q-21 Whether first and second verification is required to be carried out even after promotion/ transfer of student to next class/section for each student by class teacher and Principal in every quarter?

Ans Yes, first & second verification is required to be carried out after promotion and transfer of student failing which fee will not be uploaded in UBI Portal and fee will not be accepted by Union bank of India.

Q-22 If a student is not attending Vidyalaya now then whether his/her quarterly fee data needs to be verified in UBI Portal?

Ans The data of such students may be verified on the UBI Portal till end of Academic session or TC issued which is earlier. In case, TC is not issued till end of Academic session and then his/ her data may not be verified in next class and kept as unverified till TC is issued.

#### **D. Promotion/ transfer/Deletion of student**

Q-23 Whether student data needs to be entered in each academic session?

Ans No. Student data is to be entered in UBI Portal once only at the time of admission of student. After announcement of result on 25<sup>th</sup> March of each Academic session, concerned class teacher and Principal will promote/retain/transfer student to appropriate section latest by 28<sup>th</sup> March. Transfer of section can take place at any point of time during the year.

Q-24 Where promotion/transfer option exists?

Ans In Principal USER ID, promotion/ transfer option exists.

Q-25 How promotion of student to next class will take Place?

Ans First of all existing class X and XII students to be shifted in dummy section of same class X and XII. Class XI will be promoted to class XII and similarly class IX to be promoted to class X. In nut shell, sequence to be followed is Upper class to be vacated first and then junior class to be promoted to

senior class. (same situation will be applicable for class-1 also, if admission takes place prior to April)

Similarly existing class X student to be transferred to dummy created new section of class X and class IX student to be promoted in class X as per normal process. **Existing class X student to be promoted in class XI only subsequent to declaration of CBSE result of class X and as per student eligibility for science/commerce and Art stream.**

Q-26 How a student record can be deleted from UBI Portal?

Ans In normal course on issuance of TC, student record will be deleted suo moto from system and thus it is suggested that no record is to be deleted, as in case of suo moto deletion of record of student, TC will not be issued through Portal.

However, if already TC has been issued manually and record is required to be deleted then concerned class teacher through his/ her USER ID has been given power to delete record of student.

#### **E. Fee Collection mechanism:-**

Q-27 Whether fee challan is required to be distributed to all students by concerned KV?

Ans- Fee challan is not required to be distributed from class 111 onwards by concerned KV from Oct –Dec, 2015 quarter onwards. However, Principal of KV has been given discretion to distribute fee challan even to students of all classes considering location of KV and internet facility available etc.

Before dismantling mechanism of distribution of fee challan, Students to be trained in Computer classes about process of generation of fee challan through UBI portal. Students can take print out of fee challan by visiting <https://eremit.unionbankofindia.co.in/Kvfees/>.

Q-28 Whether fee challan is required for online transaction?

**Ans** **Print out of fee challan is required only, If fee is to be deposited in UBI branch.** However, if no fee is payable or fee is to be deposited online, then there is no need to take print out of fee challan.

Q-29 When fee will be collected by UBI from students?

Ans The UBI will collect fee round the year.

Q-30 What is validity period of “New Admission” fee challan.

**Ans** Validity of “New Admission” fee challan is only for five days including day of generation of fee challan. **Fee will not be accepted after this period. The UID no allotted to this student will be deleted suo moto from the system after fortnight. Same UID no can be allotted to another student.**

Q-31 Whether quarterly fee challan is valid for complete quarter for which fee is to be collected?

**Ans** Yes

Q-32 In case no fee is payable on account of RTE/SG/Insurgency operation ward, then whether student have to visit bank branch for putting bank stamp on fee challan?

**Ans** No, If fee is not payable, then student need not to visit bank.

Q-33 On fee challan, bank account no is not mentioned for deposit of fee, then in which bank account fee is to be deposited by bank official?

**Ans** The fee from all students on PAN India will be deposited in the ‘KV Main fee Account’ with UBI. Point no 3 of fee challan provides clarification to bank official for deposit of fee in relevant bank account.



Q-34 How student can deposit fee online and also take print out fee receipt for deposit of fee online/mobile?

Ans The student may be asked to visit concerned KV/RO and Hqr website and a link has been provided to UBI on line fee collection.

Alternatively they can visit given below URL

<https://eremit.unionbankofindia.co.in/Kvfees/>

USER ID is UID no. of student

Password is DOB of student (as mentioned in fee challan (dd/mm/yy

**format).**

Three facilities are available under student page:-

a)Online deposit of fee

b)Print fee challan

c) Print fee receipt

Q-35 Whether any additional charge payable by parents towards collection of fee in addition to applicable fee?

Ans **No additional charge is applicable on payment through Debit card, Internet banking, Mobile banking and cash deposit in branch.** However, additional charge @ 1.5% (plus service tax)is applicable on online deposit of fee through **CREDIT Card.**

Q-36 Whether Union Bank of India branch/concerned KV is empowered to revise fee challan on its own after commencement of quarter for which the fee is to be collected?

Ans No

Q-37 Whether fee can be collected manually under exceptional circumstances?

Ans. Manual fee collection not permitted.

Q-38 Whether fee can be deposited by student in part?

Ans No.

Q-39 Where FAQ on mode of deposit, process and procedure to be followed for deposit of offline/online fee is available?

Ans Please visit <https://eremit.unionbankofindia.co.in/Kvfees/>

#### **F. Refund of fee and transfer of fund by UBI**

Q-40 When fee collected by UBI saket branch will be remitted to KV and other stakeholders?

Ans The fee collected for the period 1-15 will be remitted by UBI on 17<sup>th</sup> of fee collection month. The Fee collected for the period 16-30/31<sup>st</sup> will be remitted on 2<sup>nd</sup> of next month. However, if 17<sup>th</sup> and 2<sup>nd</sup> of fee collection month is holiday then fee will be remitted on the next working day.

Q-41 If student had deposited quarterly fee and he/she requires TC before end of that quarter, then whether already paid fee can be refunded to parents for unattended period in KV?

Ans As per Accounts Code, fee chargeable from student is upto end of month during which he/she is studying in the KV. Parent has to initially deposit complete quarter fee in UBI and thereafter he/she can claim refund of excess fee from Kv.

Q-42 If complete funds due to KV(SF and VVN) and to RO,RSCB, Hqr and NSCB has not been remitted by Union bank of India, then with whom the matter needs to be taken up?

Ans Matter may please be brought to the notice of Regional office and Hqrs, who will take up the matter with Manager, saket branch of Union bank of India on the given below address:-

Shri Tarun Kumar, Branch Manager,J-292, Saket, New Delhi-110017

Phone no 011-29552033,Fax-01129552032,

[saket@unionbankofindia.com](mailto:saket@unionbankofindia.com)>

If the matter is not resolved at the level of saket Branch, then may please contact Nodal officer of UBI at the given below address.

Shri Arun Kumar Nayak, Asstt General Manager,  
Government Business Department,  
M-11, 2<sup>nd</sup> Floor, Middle Circle,  
Cannaught Circus, New Delhi-110001  
Phone no 011-23414229, Fax-011-23413686,

akn@[unionbankofindia.com](mailto:unionbankofindia.com)

Q-43 If fee has been paid twice, then what is process to get refund.

Ans Double fee paid/unsuccessful fee will be refunded suo moto with in next 5-6 days. Parents may be advised not to create panic.

Q-44 To whom parents should contact for queries related to mode of deposit of fee/double deduction of fee/ non generation of fee receipt etc?

Ans Please call UBI helpline no.  
1800222244/[kvhelpdesk@unionbankofindia.com](mailto:kvhelpdesk@unionbankofindia.com).

### **G. Bank Accounts and its operation**

Q-45 Whether all bank accounts of SF and VVN with other banks(than UBI) are required to be closed?

Ans Yes, all bank accounts with other banks are required to be closed, if UBI branch is within 8Kms from the KV. Pl see Addl Comm(Admn) letter dated 26.12.2014 under Announcement.

Q-46 Whether non closure of SF & VVN bank account with other bank tantamount to offence?

Ans Yes

Q-47 What are the facility available under Saving flexi Avvount to KV and RO?

- Ans
1. No, premature penalty is applicable on withdrawal of deposit.
  2. No charges on Draft, RTGS and NEFT.
  3. No TDS on interest amount, as KVS is exempt us 23 of IT Act,1961.
  4. In VVN bank account,
    - (i)500 cheque per year free in case student strength is upto 1000.
    - (ii) 1000 cheque per year free in case student strength is more than 1000.

Q-48 Whether interbanking has been provided by UBI on all flexi saving bank?

Ans Yes, Only viewing right has been given under Saving Flexi account and transaction right is given.

### **H Records**

Q-49 Whether all records as stipulated in Accounts/Education Code are required to be maintained after UBI Portal comes into existence?

Ans All stipulated records as prescribed in Account/Education Code may Please be maintained and computer generated reports in prescribed format can be pasted. CS-54 and VVN transfer report are required to be signed by the respective class teacher and principal.

Q-50 whether fee receipt is required to be deposited by student with the respective class teacher?

Ans No. In case student is not reflected in “Fee Receipt” report in teacher USER ID and student claims to have deposited fee, then student may be asked to produce fee receipt, so that teacher can verify payment of fee by student and may take necessary action.

Q-51 Whether student data will be preserved subsequent to issue of TC?

Ans Complete student detail will be kept intact in the UBI Portal for a period of two years(previous financial year as well as ongoing financial year) for all students studied in that KV, however, subsequent to issue of TC, no future records will be displayed by UBI Portal.

### I Misc

Q-52 Who can reset pass word for teacher/Principal?

Ans Principal has been empowered to re set class teacher password. Regional office is empowered to reset password of Principal.

Q-53 Whether teacher/ principal can reset their own password?

Ans Provision exists for reset of password by respective class teacher/Principal.

Q-54 How the VVN Bifurcation takes place among different stakeholders?

Ans The VVN bifurcation for small kv(where student enrollment is less than 500)

Total VVN	KV share	Hqr share
100%	80%	20%

The VVN bifurcation for Big kv :

Total VVN	Kv share	Hqr share	Ro share	RSCB share	NSCB share
100%	70%	20%	5%	3%	2%

Q-55 How UBI Portal identifies BIG and small KV?

Ans Big and small KV is being identified by the system on the basis of enrollment in that KV in the first quarter of Academic session.

Q-56 If a student has not paid quarterly fee in previous quarter and is not attending Vidyalaya, then whether his/her student data may be deleted from UBI Portal?

Ans No. Student data to be verified till end of Academic session as he/she can deposit fee in next quarter also. However, his /her data will be kept unverified from next session. His/her data to be deleted from UBI Portal through TC only.

Q-57 How entries in Books of Account/Cash book to be made on transfer of funds by UBI to KV and other stakeholders(Hqr,RO,RSCB & NSCB)?

Ans Please see circular no 1-189/2015-KVS(HQ)(JC Fin) dated 27.05.2015.

Q-58 In any change has taken place in fee structure of Kendriya Vidyalaya due to court verdict or change in fee structure by Project Authorities or for any other reason, to whom needs to be contacted?

Ans KVS Hqr only has been empowered to revise fee structure of Vidyalayas and request if any to be routed through RO conveying full facts of change in fee structure.

Q-59 Whether Regional office is to be kept in loop, if any problem being faced by concerned KV?

Ans Yes. The Regional Office should always be kept in loop for any type of issue/problem related to UBI Portal being faced by class teacher/Principal.

Q-60 To whom may be contacted for problem related to POS machine?

ANS Shri Ramesh sheller at Email ID [ramesh.shelar@atomtech.in](mailto:ramesh.shelar@atomtech.in)

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