

FAQ on deposit of online/offline fee by students:-

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 The 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. In case student data of existing student got deleted, then under which head/sub head same can be entered again?

Ans Existing student data can be entered in teacher USER ID under "Masters", sub head, "Existing student".

Q-5 If any discrepancy had taken place during 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. However, discrepancy, if any prevails in filling up of admission no and year of admission of student and wrong UID no has been generated then that UID needs to be deleted and again student data needs to be entered in UBI Portal with correct particulars.

B. Applicable fee and Exemption of fee :-

Q-6 **What is basis for computation of fee and allowing permissible exemption under different heads of fee?**

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 KVS Hqr website under 'Academic'. Exemptions are mentioned at Annexure –A of this Circular.

Q-7 **How fee is computed by system?**

Ans Please fill up **factual information of student** and system will calculate fee on the basis of applicable fee structure from time to time.

Q-8 **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. However, error, if any had taken place in entering student detail in UBI Portal then possibility of wrong computation of fee cannot be denied.

Q-9 **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. The 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-10 **When a student in class XI initially opts for science stream and during same quarter changes to Commerce/Arts stream and visa versa, then what fee will be applicable?**

Ans Fee payable for the initial quarter will depend upon allocation of initial stream to student. 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.**

Q-11 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-12 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 15th 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. **(Some parents have furnished Affidavit/certificate, subsequent to generation of fee challan and system does not permit editing subsequent to start of fee collection and late submission of requisite document by parents creates problem).**

Q-13 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

Q-14 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. Promotion/ transfer of student to other section/class

Q-15 whether student data needs to be entered in each academic session?

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

Q-16 Who has been given the power to promote/transfer student to other section/class?

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

Q-17 How promotion of student to next class will take Place?

Ans First of all, existing class X and XII 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.

Q-18 If Class IX student to be promoted in class X and existing student of X could not be promoted as class XI admission starts only in June, then how existing class X student to be promoted?

Ans 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 criterion for science/commerce and Art stream.**

D. Verification of student data:-

Q-19 **Whether first and second verification is required to be carried out for each student by class teacher and Principal in every quarter?**

Ans Yes, first & second verification is required to be **carried out in each quarter failing which 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.

E. Collection of fee & Refund by UBI

Q-20 **When fee will be collected by UBI from students?**

Ans The UBI will collect quarterly fee during all twelve months.

Q-21 **Whether fee can be collected manually under exceptional circumstances?**

Ans. No.

Q-22 **Whether in addition to quarterly fee, Admission, Re admission, Arrears and Advance fee can also be deposited through UBI Portal?**

Ans Yes, complete fee collection will be routed through UBI Portal.

Q-23 **Whether students can deposit fee in advance for subsequent quarters?**

Ans Yes, student can deposit fee in advance for full financial year. For deposit of advance fee, student has to make a request to the class teacher.

Q-24 **Whether fee challan will be valid for complete quarter for which fee is to be collected?**

Ans **Fee challan will remain valid for complete quarter.** No fine is applicable till 15th of fee collection month. Fine will be computed by system on its own after 15th 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/>.

Q-25 **Whether fee can be deposited by student in part?**

Ans No.

Q-26 **If student has 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-27 **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 Nodal officer of UBI.

F. Regional office and its role

Q-28 **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-29 Whether Regional office is to kept in loop, if any problem being faced by concerned KV?

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-30 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.

G. Misc Issues

Q-31 Whether fee challan is required to be distributed to all students by concerned KV?

Ans- Fee challan is not required to be distributed by concerned KV from Oct – Dec, 2015 quarter onwards. Student, may take print out of fee challan by visiting <https://eremit.unionbankofindia.co.in/Kvfees/>.

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-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. The 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 Portal 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 by Parents 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% 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 receipt is required to be deposited by student with respective class teacher?**

Ans Yes.

Q-38 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-39 Whether teacher/ principal can reset their own password?

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

Q-40 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-41 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.

Q-42 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.

Q-43 If a student has not paid quarterly fee in ongoing quarter and is not attending the KV, then whether his/her student data may be deleted from UBI Portal?

Ans No. Student can deposit in fee in next quarter also. His/her name to be deleted from UBI Portal only at the end of Academic session.

Q-44 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-45 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/>

Q-46 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.

Q-47 Whether non closure of SF & VVN bank account with other bank tantamount to offence?

Ans Yes

Q-48 Whether premature penalty is applicable on withdrawal of deposit?

Ans No

Q-49 Whether TDS to be deducted by UBI on interest amount?

Ans No

Q-50 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-51 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.