



# AZAD GROUP OF EDUCATIONAL INSTITUTIONS

(UNDER AUSPICES OF AZAD EDUCATIONAL SOCIETY)  
Approved by AICTE/PCI/NCTE, New Delhi & Affiliated to AKTU/LU/BTEUP

Ref. No.: ATC/NOT/2023/295

Date: 12-12-2023

## URGENT ATTENTION REQUIRED: UNSETTLED SECOND INSTALMENT FEES

**Dear Parents/Guardians of Existing Students,**

We wish to bring to your attention that the second instalment of fees for your ward remains outstanding, despite the expiry of the payment deadline on November 30, 2023.

Your urgent attention to settling this overdue payment is kindly requested to maintain the uninterrupted provision of your ward's educational services. If the fee has already been settled, please disregard this notice.

Your prompt action in resolving this matter is greatly appreciated.

Thank you for your cooperation.

[Prof. (Dr.) Shafeeq Ahmad]  
Director ATC

**Copy to:**

- ED, VC, AD, and DD for information, please;
- Director AIPR, Principal ADC(LU), Principal ADC(BTC);
- HoD App. Sc., BA, CA, EE, CSE, ME, CE, BT, Pharmacy;
- SWO, AO, CT&P, Asstt. Registrars (Acad./Estb.), Hostels Wardens, Librarian, SO, SSO;
- Website and all the Notice Boards.