

SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201306 (UP)

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2016/291

April 09, 2016

Notification

Payment of Tuition Fee and Hostel Fee by the continuing students (2016-17)

For

Continuing students belonging to the
School of Engineering & Technology (SET),
School of Business Studies (SBS),
School of Basic Sciences & Research (SBS&R),
School of Architecture & Planning (SAP),
School of Art, Design & Media Studies (SADMS)
School of Languages & Culture (SOLC)
School of Law (SOL) and;
School of Education (SOEd.)

- **Registration for retention of existing Hostel Accommodation, subject to eligibility, on payment of;**
₹ 50,000/- for Non-Air-conditioned without attached toilets category rooms and;
₹ 1,00,000/- for Air-conditioned and/ or attached toilets category rooms. } - Thursday, the April 21, 2016
- **Last date for payment of remaining Hostel fee** - Tuesday, the May 31, 2016
- **Last date for payment of Tuition fee** - Thursday, the June 30, 2016

Non-payment of Fee/ remaining Hostel Fee by due dates will invite imposition of Late Fee notified vide **Notification No. SU/Reg./Notification/2011/031 dated June 1, 2011**, reproduced overleaf.

Mode of Payment: For 'Payment Procedure' please refer to 'ADMISSIONS' section on our website www.sharda.ac.in.

Note: There shall be no increase in the Hostel Fee from the Fee charged Last year (2015-16).

Avais Ahmad
(Avais Ahmad)
Registrar

Copy to;

1. Chancellor/ Pro-Chancellor/Vice-Chancellor
2. Principal Advisor
3. Dean (SET, SBS, SBS&R, SAP, SADMS, SOLC, SOL and SOEd.)
4. Dean, Academic Affairs/ Students' Welfare/ Research
5. Finance Officer/ Controller of Examinations
6. OSDs/ Joint Registrars/ OSD (IHA)
7. Web content (for uploading on Sharda University Website)
8. Notification file

Note: OSD/ Assistant Registrar and Administrative Officer of the concerned Schools to please ensure that the Notification is received by all the students in their respective schools.

SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida (UP)

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2011/031

June 1, 2011

Notification

The Penalty for Late Registration and Late payment of fees have been rationalized as under:

A) Penalty for Late Registration:

1. The penalty for late registration shall be a minimum of ₹2500.
2. Additional penalty for late registration beyond three days from the last date of registration shall be ₹2500 + (₹100 x No. of days delayed).
3. The maximum time permitted for late registration on payment of prescribed penalty shall be one week from the date of commencement of registration. Late registration may be allowed with the approval of Dean of the School during this period. In exceptional circumstances and on the merit of each case, the Registrar may permit late registration after one week on payment of late registration fee. **HOWEVER, NO REGISTRATION SHALL BE ALLOWED AFTER TWO WEEKS FROM THE DATE OF COMMENCEMENT OF REGISTRATION.**

Example: In case a student is late for registration by 6 days then calculations for penalty will be made as under:

• Minimum Penalty	=₹2,500
• No. of days delayed	=6 days
• Additional Penalty	=₹100 x 6 = ₹600
Total penalty will be	=₹2500 + ₹600 = ₹3100

B) Penalty for Late Deposit of Fee:

1. The penalty for late deposit of fee shall be a minimum of ₹2500.
2. Additional penalty @2% per month shall be charged for the delayed period of payment.
3. For the purpose of calculations, the delayed period may be reckoned in terms of months rounded to the next higher figure.
4. Similarly, the amount in arrears may be rounded to the next ₹100 for the purpose of calculations.

Avais Ahmad
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Example: In case, an amount of ₹40,430 is in arrears for a period of 20 days, calculations for additional penalty will be made as under:

• Amount to be reckoned	=₹40,500
• No. of months delayed	=one month
• Additional Penalty	=₹40500 x 2% x 1 = ₹810
Total fine will be	=₹2500 + ₹810 = ₹3310

C) Penalty for Dishonour of Cheque:

In case a cheque deposited by a student towards payment of fee / penalty charges gets dishonoured / bounced due to no fault of the University, penalty at a flat rate of ₹500 shall be charged.

The penalty / fine levied as above will not be waived off. However, in very very exceptional circumstances, the request of student may be considered by Registrar on case to case basis.

Avais Ahmad
(Avais Ahmad)
Registrar

Copy To:

1. The Chancellor (for his kind information)
2. The Pro- Chancellor (for his kind information)
3. The Vice Chancellor (Officiating) (for his kind information)
4. The Pro-Vice Chancellor (for his kind information)
5. All Deans / Principals of Schools
6. All Directors
7. Controller of Examinations / Finance Officer
8. All Dy. Registrars / OSDs - with a request to give wide publicity to the Notification.
9. All Students / All Notice Boards
10. Notification File