Notification

I. Payment of Tuition Fee and Hostel Fee by the continuing students (2019-20) from the following Schools:

1. School of Engineering & Technology
2. School of Business Studies
3. School of Basic Science & Research
4. School of Architecture & Planning
5. School of Creative Art, Design & Media Studies
6. School of Humanities & Social Sciences
7. School of Law
8. School of Education
9. School of Pharmacy
10. School of Dental Sciences
11. School of Nursing Science and Research
12. School of Allied Health Sciences

II. The First Phase of Hostel Allotment to the continuing students shall be as follows:

a. That the continuing students staying in any hostel during the academic Session 2018-19 are eligible for applying for Hostel Allotment (subject to availability, eligibility on grounds of academic promotion, hostel attendance, involvement in any act of indiscipline, or any other reason such as debarment on account of non-payment of dues, etc.).

b. That the student as in (a) above would have vacated the hostel by the last day of the Academic Session 2018-19 or 31st May, 2019, whichever is earlier. However, the students belonging to SNS&R, SDS and SAHS may continue to stay in the rooms allotted beyond 31st May 2019, till the last date of academic session 2018-19. But they will have to execute the following procedure for seeking hostel accommodation by paying the required advance hostel fee. The International students on scholarship and as recommended by the International Division shall be provided alternate accommodation during Summer Break i.e., from 1st June to 31st July, 2019.

c. That the Room is booked by the students in the following manner:

<table>
<thead>
<tr>
<th>Seater</th>
<th>by</th>
</tr>
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<tbody>
<tr>
<td>One</td>
<td>One Student</td>
</tr>
<tr>
<td>Two</td>
<td>Two Students</td>
</tr>
<tr>
<td>Three</td>
<td>Three Students</td>
</tr>
<tr>
<td>Four</td>
<td>Four Students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Last Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration for hostel accommodation subject to eligibility &amp; on payment of Advance Hostel Fee: Rs. 50,000/- for Non Air-Conditioned as Advance Fee. Rs. 1,00,000/- for Air-Conditioned as Advance Fee.</td>
<td>15th April, 2019</td>
</tr>
<tr>
<td>Last date of Advance Payment of Hostel fee.</td>
<td>31st May, 2019</td>
</tr>
<tr>
<td>Last date for payment of Annual Tuition Fee</td>
<td>30th June 2019</td>
</tr>
<tr>
<td>Last date for payment of Semester-wise Annual Tuition Fee.</td>
<td>30th June 2019 and 31st Dec’2019 (Even Sem)</td>
</tr>
<tr>
<td>Last date for payment of Tuition Fee for SAHS, SNS&amp;R and SDS</td>
<td>To be notified later</td>
</tr>
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Note:

Any payment made to the University on account of Hostel fee shall be taken into consideration by the IHA (Inter Hostel Administration) only, if receipt of the payment made and submitted with Hostel application to the IHA, within due dates.

- Non-payment of Fee/ remaining Hostel Fee by due date(s) will invite imposition of Late Fee fine notified vide Notification No. SU/Reg./Notification/2017/360, 1st August, 2017, and further, modified if any.

- Mode of Payment: For ‘Payment Procedure’ please refer to ‘ADMISSIONS’ Section on the University website www.sharda.ac.in.

- That the new rooms will be allotted only after the date of notification regarding the commencement of the Academic Session, 2019-20.

- Allotment of Rooms will be done on first come first served basis.

- Since there is severe shortfall of rooms to accommodate all students, they are advised to deposit advance hostel fee at the earliest to avoid disappointment. However, this shall not reserve right for any allotment, which is always subject to availability and eligibility.

- University reserves its right to give preference to meritorious students.

- Student found guilty in any act of indiscipline will not be considered for allotment.

- In case any student refuses to accept the room partner (allotted by IHA), his/her allotment will be treated as cancelled.

- Room category specified by the student can be changed by the hostel authorities, depending on administrative availability and exigencies.

- Any other criteria, which the Allotment Committee may consider necessary.

- The fee will be accepted by Accounts Department only after submission of “Hostel Application Form” at the office of IHA and countersigned by the hostel authorities. The time and date of the fee receipt provided by Accounts Department (whether the fee is deposited on-line or direct) will be taken into account for consideration on First come first served criteria.

III. In case any student require Hostel Accommodation in the month of June and July 2019, i.e. before commencement of the new Academic Session (2019-20), he/she may be allotted a room in the designated/earmarked hostel for the said period on payment of fixed charge of Rs. 4,000/- per month for Non AC and Rs. 8,000/- per month for an AC Room.

However, this facility shall be available only to those students who have availed Hostel facility during the full academic session (2018-19) and has no dues standing against him/her. AC and Non-AC rooms will be allotted for the vacation period depending on the AC/Non AC categories availed during the previous session.

For Day Scholar, the charges for Hostel Accommodation during the month of June and July 2019, shall be on pro-rata basis as per the hostel charges for the session 2018-19.

(R.D. Sahay)
Registrar (i/c)

To,
The Dean (SET/SBS&R/SAP/SCADMS/SBS/SOL/SHSS/SOE/SOP/SNS&R/SAHS) and SDS

Contd...../3
Copy to:

1. Chancellor Office/ Pro-Chancellor Office
2. Vice-Chancellor Office / Pro Vice-Chancellor
3. Principal Advisor
4. All Deans/ Directors/ ED Office
5. Dean, Academic Affairs/ Students’ Welfare/ Research and Chief Proctor
6. Finance Officer/ Controller of Examinations
7. Chief Warden/ Sr. Security Officer (SSO)
8. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
9. Web Content (With a request for uploading on Sharda University Website)
10. Notification file

(R.D. Sahay)
Registrar (i/c)
Notification

Subject: Penalty for Late Registration and Late payment of fees, etc.

1. The existing instructions regarding penalty for late registration and late payment of fees has since been reviewed and it has been decided, in supersession of all the previous orders on the subject, as under:

   A) Penalty for Late Registration:

   1. The penalty for late registration shall be a minimum of ₹2,500.

   2. Additional penalty for late registration beyond three days from the last date of registration shall be ₹2,500 + ₹(100 × 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.

   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, calculated on daily basis, for the delayed period of payment.

   C) Penalty for Dishonor of Cheque:

   In case a cheque deposited by a student towards payment of fee/penalty charges gets dishonored/bounced due to no fault of the University, penalty at a flat rate of ₹1,000/- shall be charged.

2. The above penalty/ fine levied may be, in very exceptional circumstances, considered for reduction/waiver by the Registrar, on the merit of each case.
3. It is stated that with the introduction of v-Attendance, once the Term is activated and the dues are created, the student (even if he is not registered and/or has not paid the registration/tuition fee) is presently being allowed the benefit of attendance in case he/she attends classes. However, to ensure timely payment of Registration/Tuition Fee by such students, it has been decided that in each case of default in timely payment of dues, and consequent non-registration, extended time may be allowed, with late fee fine, by the Registrar at his discretion, only up to Mid-Term Examination; in case such a student fails to clear the dues by such time, his name will be de-activated/struck off from the rolls of the University, with all penal consequences.

4. These provisions will, however, be not applicable in cases where the student has been sponsored by the Central/State Government or are foreign nationals who face problems of their own kind in timely payment of dues. Such cases would continue be considered and decided at the level of Registrar, depending on the merit of each case.

5. The penalty for late deposit of fee shall continue to be ₹2,500 for the first week; thereafter, the late fee will be chargeable on daily basis, calculated @ 2% per month. For the purpose of calculations, the amount of late fee/arrears may also be rounded off to the next ₹100 or $1. In cases, where more than 90% of the Tuition fee is paid on or before the due date no late fee charges shall be payable.

This bears the approval of the Competent Authority.

(Amal Kumar)
Registrar

Copy to:
1. Chancellor/Pro-Chancellor
2. Vice-Chancellor
3. Principal Advisor
4. All Deans/Directors
5. Dean, Academic Affairs/Students' Welfare/Research and Chief Proctor
6. Finance Officer/Controller of Examinations
7. Medical Superintendent (Sharda Hospital)
8. Ex. Er./Chief Warden/Sr. Security Officer (SSO)
9. All OSDs/Jt. Registrars/Dy. Registrars/Assistant Registrars/AOs
10. Notification file & Web Content (with a request for uploading on Sharda University Website)