

SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201310 (U.P.)

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2023/001

January 02, 2023

Notification

(Applicable to the students of SSBS, SSMFE, SSET, SSOL, SOE, SSDAP, SSAS, SSAHS, SSBSR, SSHSS & SOP only)


**Subject: Tuition fee payment dates for continuing students of First Year, Even Semester.
*(opted for semester wise payment)***

The first year students of Sharda School of Business Studies, Sharda School of Media Film & Entertainment, Sharda School of Engineering & Technology, Sharda School of Law, School of Education, Sharda School of Design, Architecture & Planning, Sharda School of Agricultural Sciences, Sharda School of Allied Health Sciences, Sharda School of Basic Sciences & Research, Sharda School of Humanities & Social Sciences and School of Pharmacy, **who have opted for semester wise payment**, are hereby informed that the last date for payment of Even Semester Tuition Fee will be **28th February 2023**. The registration for Even Semester will be done on 10th & 11th March 2023, as per the notified schedule of academic calendar.

The students are, therefore, advised to make the payment of tuition fee by the due date as any delay in the payment will affect the registration process, which may render in loss of studies/attendance and imposition of late fee fine as notified vide SU/Reg./Notification/2022/027 dated 30th April, 2022.

For 'Payment Procedure' please refer to University website <https://www.sharda.ac.in/payment-procedure.html>

This bears the approval of the Competent Authority.


(Vivek Kumar Gupta)
Registrar

To,

- The Dean (SSBS/SSMFE/SSET/SSOL/SOE/SSDAP/SSAS/SSAHS/SSBSR/SSHSS/SOP)
(Please inform the concerned students)
- The Finance Officer

Copy for kind information:

- Chancellor/ Pro-Chancellor/ ED
- Vice-Chancellor
- All Advisors
- All Deans
- Controller of Examinations/Chief Proctor
- All Directors
- All Administrative Heads of the respective Department and School
- Notification file

SHARDA UNIVERSITY

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

OFFICE OF THE REGISTRAR

SU/Reg./Notification/2022/027

30th April, 2022

Notification

Sub: Penalty for late Registration, late payment of Fees, Hostel and Transport charges, etc.

In supersession of all the previous notifications on the cited subject, the following penalty charges will be effective from the academic year 2022-23 on account of late payment, provided as under:

A. Penalty for late Registration:

- i. The penalty for late registration shall be a minimum of ₹2,500.
- ii. Late registration, beyond three days from the last date of registration, shall entail a penalty of ₹2,500 + (₹100 × number of days). Such late registration, up to a period of one week, may be allowed with the approval of the Dean of the School.
- iii. Depending on the merit of each case, the Registrar may permit, after the aforesaid one week, late registration on payment of late charges.
- iv. NO REGISTRATION shall be allowed after two weeks from the last date of registration.

Unless payment of all the dues are made, no student shall be registered and his/her attendance will be not recorded. Further, the internal assessment and examination marks shall also be not uploaded unless the registration is made.

B. Penalty for late deposit of fee:

- i. The penalty for late deposit of fee shall be minimum of ₹2,500 for the first week.
- ii. Thereafter, penalty @ 1.5% per month shall be charged, calculated on daily basis, for the further delayed period of payment.
- iii. In cases where more than 90% of the tuition fees is paid on or before the due date, no late fee charges shall be payable.

C. Penalty for late payment of Hostel charges:

- i. The penalty for late deposit of hostel charges shall be minimum of ₹2,500.
- ii. Additional penalty @ 1.5% per month shall be charged, calculated on daily basis, for the delayed period of payment.

D. Penalty for late payment of Transport charges:

- i. The penalty for late deposit of transport charges shall be minimum of ₹1000.
- ii. Additional penalty @ 1.5% per month shall be charged, calculated on daily basis, for the delayed period of payment.

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E. Penalty for dishonor of cheque:

In case the cheque deposited by a student towards payment of any fee/penalty charges gets dishonored or bounces due to no fault of the University, penalty at a flat rate of ₹1000 shall be imposed.

2. In very exceptional circumstances depending on the merit of a case, the Registrar may, at his discretion, consider reduction/waiver of the penalty/fine levied under these rules.
3. These provisions will, however, be not routinely applicable in cases where the students have been sponsored by the Central/State Government, or by foreign governments in respect of international students. In such cases, the Registrar will take a final decision, keeping in view the facts and circumstances of each case.
4. For the purpose of calculations, the amount of late fee/arears may be rounded off to the next ₹100 or USD 1.

(Vivek Kumar Gupta)
Registrar

To:

All the Deans of School

Copy: (For kind information)

- i. Chancellor/ Pro-Chancellor/ ED
- ii. Vice-Chancellor
- iii. All Advisors
- iv. Finance Officer/ Controller of Examinations
- v. All Directors
- vi. Chief Warden/ Sr. Security Officer (SSO)
- vii. All OSDs/ Jt. Registrars/ Dy. Registrars/ Assistant Registrars/ AOs
- viii. Notification file

Note: The Administrative Officer of the School may kindly circulate this information to all the students in their respective School.