

**OFFICE OF THE REGISTRAR**

SU/Reg./Notification/2023/017(a)

April 13, 2023

**Notification****Guidelines for Allotment of Hostel Accommodation and Hostel Fee for Continuing Students  
(except MBBS, MD & MS) in the Academic Year 2023-24**

These guidelines are issued for continuing students of all programmes (except MBBS, MD & MS) for allotment of hostel accommodation during the academic year 2023-24:

1. Hostel rooms to the continuing students will be allotted strictly on the basis of:
  - (a) Merit of the student in preceding End Semester Examinations (ESE).
  - (b) Availability of rooms in a particular Hostel.
  - (c) Student's conduct; involvement in any act of indiscipline or any other reason like debarment due to non-payment of dues.
2. Last date for registration of hostel room will be **May 15, 2023**.
3. Students staying in hostels must vacate the hostel room within three days of the last End-Semester Examination (ESE) of current Academic year 2022-23.
4. Registration of hostel room by a student merely does not guarantee allotment. The University reserves the right to give preference to deserving students.
5. **Steps for Registration /Allotment**

Interested students may collect the 'Hostel Requisition Form' from IHA office and deposit the registration fee at the Accounts Department of the University. The students must submit the fee receipt at IHA office thereafter.

**Mode of Payment**

- (a) Students can submit hostel fee, along with the duly filled form, directly to the Accounts Department of the University. The fee can also be paid through online mode, please refer to [www.sharda.ac.in/payment-procedure](http://www.sharda.ac.in/payment-procedure) (except Vardhman Hostel).
  - (b) For payment towards Vardhman Hostel shall be made in favour of 'V.S. INSTITUTE & HOSTEL PRIVATE LIMITED' The bank details for online payments are as below:  
**Account Name** : V. S. Institute & Hostel Private Limited  
**Bank Name** : ICICI Bank  
**Branch** : Sharda University Branch  
**Account No.** : 769205000020  
**IFSC** : ICIC0007692
  - (c) IHA will consider the hostel allotment registration form, only if the hostel fee is paid in the specified University accounts and is within the due dates of submission. The payment receipt must be attached along with the application form while submission.
  - (d) Security amount of Rs 10,000/- for Non-AC category and Rs 20,000/- for AC category respectively will be charged from the students in addition to the hostel fee from students, who are seeking hostel room accommodation for the first time.
  - (e) List of students allotted hostel room accommodation will be displayed within three weeks from the last date registration.
6. **Late Fee Fine**  
Failure to pay hostel fees by the due date as mentioned in schedule of payment will attract imposition of late fee fine. Attention in this regard is drawn to Notification No. SU/Reg./Notification/027 dated 30<sup>th</sup> April, 2022 in this regard.

**7. Schedule of payment**

Payment schedule is as given below:

Particulars	Last Date(s)
Registration for hostel accommodation (FOR PAYMENT IN INR) subject to eligibility & on payment of Hostel Registration Fee: Rs. 50,000/- for Non-Air-Conditioned accommodation. Rs. 1,00,000/- for Air-Conditioned accommodation.	May 15, 2023
Registration for hostel accommodation (FOR PAYMENT IN USD) subject to eligibility & on payment of Hostel Registration Fee: USD 1,000/- for Non-Air-Conditioned accommodation. USD 1,500/- for Air-Conditioned accommodation.	May 15, 2023



Last date of payment of Balance Hostel Fee for students except 1 <sup>st</sup> year batch 2022 (all schools except SMSR & SDS)	May 31, 2023
Last date of payment of Balance Hostel Fee for 1 <sup>st</sup> year batch 2022 (all schools except SMSR & SDS)	June 30, 2023
Last date of payment of Balance Hostel Fee for students of SDS except batch 2021	July 31, 2023
Last date of payment of Balance Hostel Fee for students of SDS batch 2021	December 30, 2023
Last date of payment of Balance Hostel Fee for students of SDS batch 2022	October 31, 2023

8. Students on obtaining prior written permission from IHA are permitted to install/use electrical items in their rooms by paying electricity charges. Details of electric equipment permitted and charges payable are described below. Anyone found using electrical items in their room without making permission from the authorities will have to face disciplinary actions and a fine as determined by the management.

- Room-cooler may be permitted in the room by paying the following electricity charges.
  - Rs.7,000/- per student for single seater room,
  - Rs.5,000/- per student for two-seater room and
  - Rs.3,000/- per student for three-seater room for one summer season
- A Refrigerator (maximum capacity of 80 Ltr.) may be allowed on payment of electricity charges Rs 6,000/- per annum.
- Electric Kettle of 1200 Watt capacity may be allowed on payment of electricity charges of Rs 3,000/- per annum.

9. Complimentary Laundry service, 8.0 kg x 20 washes, will be available to all the Hostel residents.

10. Upon receiving request from students, the hostel authorities may change the room category specified by the student, depending on availability; however, on room changing the student must accept the room partner assigned by IHA in the revised allotment.

#### 11. Summer Term Charges

For 2<sup>nd</sup> year onward students, who are appearing in Summer Term Examination and are in requirement of hostel accommodation during the summer break in the month of June & July 2023, then in those cases :-

- Hostel Accommodation may be allotted as decided by IHA office on payment of fixed charges of Rs. 5,000/- per month for Non-AC and Rs. 10,000/- per month for an AC Room from the students who would have paid full hostel fee during the Academic year 2022-23. However, the students who have paid fee on *pro-rata* basis in the Academic year 2022-2023 will be charged fee on *pro-rata* only for their extended stay.
- The charges for day scholars seeking hostel accommodation during summer break in the month of June and July 2023 shall be on *pro-rata* basis including hostel security (as applicable) as per the hostel charges for the Academic year 2022-23.
- International Students on scholarship will be provided with an alternative accommodation during summer break, duration which runs from June 1, 2023 to July 31, 2023 based on the recommendations of International Relation Division (IRD).
- International student who have paid complete hostel fee during the academic year 2022-23 will be charged USD 100/- per month for Non-AC Room and USD 200/- per month for AC Room from the students including non-veg meal charges.
- During the summer break period, AC and Non-AC rooms will be allotted depending on the AC/Non-AC categories availed during the previous academic year.

#### 12. Hostel Accommodation Fee for Different Type of Rooms available for Allotment

- Hostel Accommodation for Girls.** Accommodation for continuing girl students is available in Mandela & Kasturba Girls hostel.

##### Mandela Girls Hostel

<b>Air-conditioned Rooms</b>	
Single seater room	Rs.2,53,000/- per person, per annum
Single seater room with Balcony	Rs.2,68,000/- per person, per annum
Single seater room in Apartment(9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup> Floors)	Rs.2,28,000/- per person, per annum
Two seater room	Rs 2,18,000/- per person, per annum
Three seater rooms with attached toilets	Rs.1,80,000/- per person, per annum
<b>Non-Air-conditioned Rooms</b>	
Single seater room	Rs.1,84,000/- per person, per annum

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Single seater room with Balcony	Rs.1,94,000/- per person, per annum
Two seater rooms	Rs.1,47,000/- per person, per annum
Three seater rooms with attached toilets	Rs.1,27,000/- per person, per annum

**Kasturba Girls Hostel**

<b>Air-conditioned Rooms</b>	
Single seater room without attached toilets	Rs.1,95,000/- per person, per annum
Two seater rooms with attached toilet	Rs.1,95,000/- per person, per annum
Two seater rooms without attached toilet	Rs.1,85,000/- per person, per annum
Three seater rooms without attached toilets	Rs.1,65,000/- per person, per annum
<b>Non-Air-conditioned Rooms</b>	
Single seater room without attached toilet	Rs.1,26,000/- per person, per annum
Two seater rooms with attached toilet	Rs.1,31,000/- per person, per annum
Two seater rooms without attached toilet	Rs.1,21,000/- per person, per annum
Three seater rooms without attached toilet	Rs.1,11,000/- per person, per annum

- (b) **Hostel Accommodation for Boys.** Jawahar, Tagore & Vardhman hostel is available for allotment to continuing students (boys) and in Mandela Boys hostel subject to availability.

**Mandela Boys Hostel (Except SMSR students)**

<b>Air-conditioned Rooms</b>	
Single seater rooms	Rs.2,53,000/- per person, per annum
Single seater rooms with Balcony	Rs.2,68,000/- per person, per annum
Two seater rooms	Rs.2,18,000/- per person, per annum
<b>Non-Air-conditioned Rooms</b>	
Single seater rooms	Rs.1,84,000/- per person, per annum
Single seater rooms with Balcony	Rs.1,94,000/- per person, per annum
Two seater rooms,	Rs.1,47,000/- per person, per annum

**Tagore Hostel**

<b>Air-conditioned, without attached toilets.</b>	
Three seater rooms	Rs.1,65,000/- per person, per annum
<b>Non-Air-conditioned, without attached toilets.</b>	
Three seater rooms	Rs.1,11,000/- per person, per annum

**Jawahar Hostel**

<b>Air-conditioned, attached toilets.</b>	
Two seater rooms	Rs.2,18,000/- per person, per annum
<b>Non-Air-conditioned, attached toilets.</b>	
Two seater rooms	Rs.1,47,000/- per person, per annum

**Vardhman Hostel (Except B Block which is earmarked for MBBS students)**

<b>Air-conditioned, without attached toilets.</b>	
Two seater rooms	Rs.1,82,000/- per person, per annum
<b>Non-Air-conditioned, without attached toilets.</b>	
Two seater rooms	Rs.1,21,000/- per person, per annum

(Vivek Kumar Gupta)  
Registrar

To,

- All Deans (except SMS&R)
- The Finance Officer
- Chief Warden
- Sr. Security Officer
- Superintendent Er.
- Head, IT Services
- Deputy Registrar (Estate)

Copy for kind information:

- Chancellor/ Pro-Chancellor/ CEO
- Vice-Chancellor
- Advisor
- 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

30<sup>th</sup> 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.