



## Academic Fee Policy 2026-27

### 1. Title

This document shall be known as the Academic Fee Policy of the University.

### 2. Purpose

The purpose of this policy is to define the regulations regarding fee submission, scholarship eligibility, continuation criteria, late fee penalties, and payment procedures to ensure financial discipline and transparency.

### 3. Scope

This policy is applicable to:

- All students enrolled in the University.
- All regular, lateral entry, and readmitted students.
- All scholarship schemes and financial concessions approved by the University.

### 4. Definitions

For the purpose of this policy:

- **“Annual Fee”** means the total academic fee payable for one academic year.
- **“Installment”** refers to one of the two equal parts into which the annual fee is divided.
- **“LMS”** refers to the University’s Learning Management System used for academic and financial transactions.
- **“Scholarship”** means a fee concession awarded to eligible students based on merit or other approved criteria.
- **“Grace Period”** means the additional time granted to deposit fees after the due date with late fine as specified.
- **“Re-registration”** refers to restoration of academic registration after cancellation due to non-payment.

### 5. Fee Payment Schedule

5.1 The annual academic fee for all programs shall be payable in two equal installments as per the following schedule:

- First Installment: On or before 15<sup>th</sup> July of the year
- Second Installment: On or before 15<sup>th</sup> January of the respective academic session.
  - ✓ *For new admissions made on or before 30th June, the last date for payment of the remaining fee of the first semester shall be 15<sup>th</sup> July.*
  - ✓ *For new admissions made between 1<sup>st</sup> July to 31<sup>st</sup> July, the last date for payment of the remaining fee of the first semester shall be within fifteen days from the date of admission.*
  - ✓ *For new admissions made on or after 1<sup>st</sup> August, students have to pay full fee of the first semester on the date of admission.*

5.2 Existing students of the university who choose to pay the entire annual fee in a single installment on or before 15<sup>th</sup> July shall be entitled to a 3% rebate on the total payable annual fee. **No rebate shall be applicable after this date.**

5.3 For new admissions, students may avail this rebate by paying the entire payable annual fee at the time of payment of the first installment.

## 6. Scholarship Policy

6.1 At the time of admission, the University offers scholarships to eligible students as per approved scholarship schemes.

6.2 To avail any scholarship in the successive years, the student must:

- Apply through the Learning Management System (LMS) by 31<sup>st</sup> July.
- Upload all relevant supporting documents as proof of eligibility.

6.3 Scholarship approval status shall be updated on the LMS by 31<sup>st</sup> August. The approved scholarship amount will be adjusted in the second installment of the fee.

6.4 Continuation of Scholarship in Subsequent Years

- To continue receiving scholarship benefits in subsequent academic years (odd semesters: 3rd, 5th, 7th, 9th), students must:
  - a) Pay 50% of the annual fee (first installment) on or before 15<sup>th</sup> July every year.
  - b) Maintain eligibility as per the respective scholarship scheme guidelines.

***Note:** A. Failure to meet eligibility criteria or renewal requirements shall result in discontinuation of scholarship benefits.*

*B. In case the scholarship amount exceeds the annual fee of any student, the fee details shall be updated on the online/LMS panel accordingly. For this purpose, the **Dean (Academics)** may issue necessary directions to the **Head (IT)** for making the requisite updates.*

## 7. Late Fee and Penalty Provisions

7.1 Students must strictly adhere to the fee deposit schedule as notified by the University.

7.2 A grace period of 15 days shall be provided after each installment due date as follows:

- For First Installment: Up to 30<sup>th</sup> July
- For Second Installment: Up to 30th January

7.3 During the grace period, a late fee of ₹100 per day shall be applicable.

7.4 Failure to pay the fee within the grace period will result in:

- Deactivation of LMS services, and
- Cancellation of semester registration

7.5 The student may restore LMS access and semester registration by paying:

- All pending dues, and
- Re-registration fee of ₹5,000

***Important:*** During LMS deactivation, attendance will not be recorded, which may lead to short attendance and possible disqualification from Internal Assessments and End Semester Examinations.

## **8. Mode of Payment**

8.1 **All fee payments shall be made online only through the University LMS portal.**

8.2 Upon successful payment, the fee receipt will be automatically generated and made available for download through LMS.

## **9. Hostel and Other Charges**

9.1 Hostel fees and other applicable charges must also be paid online through the LMS portal as per the notified schedule.

9.2 Hostellers shall deposit the hostel fee semester-wise within the stipulated time — 1st Installment before 15<sup>th</sup> July and 2nd Installment before 15<sup>th</sup> January of the academic session.

9.3 Students who pay the entire annual hostel fee (100%) before 20<sup>th</sup> July shall be entitled to a 3% rebate on the total hostel fee.

9.4 Rooms in the hostel will be allotted for a fixed duration only i.e., from 5<sup>th</sup> July to 5<sup>th</sup> May of the academic session.

9.5 If any student fails to deposit the hostel fee before the **last date of submission**, a **fine of ₹100 per day** shall be applicable, subject to a **maximum limit of ₹3,000** (i.e., a grace period of one month).

After the completion of this grace period, the student shall be required to **vacate the hostel permanently**. In such a case, the student shall also be liable to pay the **complete hostel fee for that academic year**, along with the applicable fine.

9.6 Hostel fee is on annual basis and non-refundable. Due to any reason if you leave in mid of session you have to pay full fee of the year. On non-payment of fee your LMS will be blocked.

9.7 The student shall be held responsible for any damage caused to the hostel property and shall be liable to bear the cost of repair or replacement, as applicable. In such cases, the caution money may be forfeited wholly or partially.

9.8 New students have to pre- book their hostel accommodation by paying a non- refundable booking amount of Rs.20000/- at the time of their admission & the remaining amount of their first installment within 15 days of admission.

9.9 Existing students can only avail the hostel accommodation if they pre- book their hostel seats by paying a non- refundable booking amount of Rs. 20000/- before 4<sup>th</sup> of July & the remaining amount of their 1<sup>st</sup> Installment before 15<sup>th</sup> of July.

## **10. Revision Clause**

The University reserves the right to revise the fee structure, scholarship policy, or payment schedules at any time in compliance with institutional and regulatory guidelines.