



South Asian University

(A University established by SAARC Nations)
Rajpur Road, Maidan Garhi, New Delhi - 110068 India
Tel. : 91-11-20862652, 91-11-20862806
Website : www.sau.int

No. SAU/A&E/Regn. 2024-25/ **1379**

27 June 2024

NOTIFICATION

Sub: Registration Schedule of Continuing Students (of both PhD and 3rd semester Masters programmes) for Monsoon Semester 2024-25 - reg.

After the summer break, the University will reopen on the **29th of July, 2024 (Monday)** for the academic session 2024-25 and regular classes for the continuing students will also commence on the same day.

Registration Schedule for the successful continuing students of both PhD and Masters programmes (3rd semester in case of Masters programmes) is as follows:

S. No.	Registration	Dates
1.	Registration of Continuing Students	On 24 th & 25 th July, 2024 and 1 st & 2 nd August, 2024
2.	Registration of Continuing Students with late fee	From 5 th to 9 th August, 2024

A copy of the Bye-laws on Registration of Students is enclosed for ready reference

All students of Master programmes who want to repeat/improve their grades may also register (by filling up in the course card and paying the applicable repeat fee) as per the above schedule.

Fee Payments

	Day Scholars	Hostellers
Semester Fee (Tuition Fee)	US\$ 440 Or INR 36,520	US\$ 500 Or INR 41,500
Students Aid Fund:	INR 50	
Late Fee:	US\$ 10 Or INR 830 per week	

As per the SAU Byelaws:

- All students shall pay all dues by the deadline announced by the University at the beginning of every semester.
- Under extenuating circumstances, the University may allow students to pay tuition fee in installments.
- Those students who do not pay their fees by the notified dates will not be allowed to sit in the end-semester examinations.
- **Even if the student is allowed late registration and has paid late fee, scholarship/financial support for the period of late registration shall not be payable, except in case of fieldtrip/work.**


27/6/24

Contd...2



Those students who are offered any scholarship or freeship will be required to pay only Student Aid Fund, which is INR 50, subject to meeting the renewal criteria.

For those **continuing students** who wish to pay in installments due to financial condition, registration with installments for Monsoon Semester is as follows. However, as per the SAU Bye-laws on Registration of Students, they will have to pay additional US\$ 20 or INR 1660 per installment.

Option 1: In two equal installments

Installment	Without late fee	With late fee US\$ 10 or INR 830
1 st Installment	not later than 2 nd August, 2024	not later than 14 th August, 2024
2 nd Installment	not later than 11 th October, 2024	not later than 17 th October, 2024

Option 2: In three equal installments

Installment	Without late fee	With late fee US\$ 10 or INR 830
1 st Installment	not later than 2 nd August, 2024	not later than 14 th August, 2024
2 nd Installment	not later than 26 th September, 2024	not later than 3 rd October, 2024
3 rd Installment	not later than 4 th November, 2024	not later than 11 th November, 2024

Generally, no registration of students will be permitted after the **14th of August, 2024**. However, in exceptional circumstances, registration may be allowed after paying late fee at the rate of US\$ 10 or INR 830 per week.

Registration of all students will be done **physically** in LS-001, Ground Floor, where Registration Forms will be issued. Students will fill up their Course Cards after completing the registration process for which Google Form link will be provided by the concerned Faculty/Department in due course.

This issues with the approval of the Competent Authority.



(B. Mallesha)

Assistant Registrar (SG)

Admissions & Examinations Division

Encl.: As above.

Copy to:

1. PS to President/Vice President/CLO/Registrar/Director (Finance)/Director (A&E)
2. All Deans/Associate Deans/Proctor/Director (ICT)/Professor In-charge (LA)/Faculty In-charge (LS)/ Faculty In-charge (PR)/Chairpersons/SE (Civil)
3. All Deputy Registrars/DDF/EE (Civil)/All Assistant Registrars/All Assistant Directors/Assistant Librarian/PRO/MO/SO
4. AD (ICT)/System Analyst to upload this on SAU's internal website
5. All Faculty Assistants/Sr. Assistant/PS
6. Assistant Accounts
7. Notifications/Guard File

BYELAWS ON REGISTRATION OF STUDENTS

1. Every student will register for a semester before beginning of the semester.
2. The registration including payment of fees shall be completed before the last date fixed for the purpose.
3. Students, who are unable to pay the total tuition fee by the due date, may pay their fees in two or three equal instalments as per the schedule announced by the University along with an additional charge of US\$20 per instalment.
4. If the fee is not paid by a student till the end of semester, his/her result shall not be declared and he/she will not be permitted to register for next semester. Name of such a student may be removed from the rolls after giving a notice of four weeks. Any request for readmission shall be considered on case to case basis and will entail payment of admission fee again.
5. Late fee of US\$10 per week or part thereof will be charged from all students who register after the last date, except if he/she was on a field assignment duly authorised by the Dean of the Faculty or Chairperson of the Department.
6. Late registration i.e. registration after the last date and up to second week of a semester may be allowed by the Vice-President on recommendation of the Dean of Faculty concerned on the grounds of medical emergency, political turmoil or of such situations which were beyond the control of a student and for that s/he could not register within the given period.
7. A student shall become eligible to receive any scholarship/financial aid only after his/her registration. No scholarship/financial support will be paid for the period during which a student was not registered i.e. from the last date notified for registration to the date when he/she actually registers after paying all dues including late fees etc., except when he/she could not register in time as he/she was assigned field trip/work by the Department/Faculty.
8. Even if the student is allowed late registration and has paid late fee, scholarship/financial support for the period of late registration shall not be payable, except in case of field trip/work.
9. If late registration is granted by the University, the student will be marked absent for classes for this period.