



Notice

Student Services Division

Dated:-14/10/2026

Subject: Applications invited for availing Fee Waiver for Winter Semester 2027.

Students who wish to avail fee waiver for Winter Semester 2027 have to submit below mentioned valid documents during **15/10/2026 (Thursday)** to **02/11/2026 (Monday)** as per Fee Collection & Registration Calendar at Student Services Division (Room No. 57), Kashmere Gate Campus only during the window dealing time (10:00am – 1:00pm).

The documents accepted for availing fee waiver are mentioned below: -

1. Copy of valid combined annual family income certificate issued by the SDM/ competent authority, OR
2. Copy of valid card issued under the National Food Security Scheme, OR
3. Copy of the full Income Tax Return (including the acknowledgement page) for both parents filed with Income Tax Department for the previous financial year. In the case of a non-working parent, an affidavit affirming non employment certified by the office of SDM/ competent authority and family income certificate issued by the SDM/ competent authority.

and **the documents should be VALID as on 15.10.2026**

Requesting all Deans, Programme Coordinators & faculty members to kindly disseminate this information to the students.

NOTE: Any document which cannot be verified, will not be accepted.

Dean, Student Services

Copy to:

1. Vice Chancellor's Office
2. Registrar
3. All Deans of Schools & School Offices
4. Finance Division
5. Webmaster for uploading on the intranet and website under Student Services Page.
6. All Notice Board (Kashmere Gate Campus, Karampura Campus, Lodhi Road Campus, Qutab Institutional Area Campus)
7. Guard File



AUD/4-20/2026-27/Fees/7477

Date: 07/07/2026

FEE COLLECTION & REGISTRATION CALENDAR

(Effective from Winter Semester 2027 onwards)

To ensure timely fee collection, student registration, and smooth academic administration, the following **Fee Collection & Registration Calendar** shall be adhered to by all students and the concerned stakeholders.

A. Winter Semester

Activity	Timeline	Responsible Stakeholder
Invitation of Fee Waiver Applications	15 October	Student Services Division
Last Date for Submission of Fee Waiver Applications	31 October	Students
Scrutiny, verification and approval of Fee Waiver Applications	01 November – 30 November	Fee Waiver Committee
Submission of approved Fee Waiver List to Student Services Division	On or before 01 December	Fee Waiver Committee
Promotion of eligible students to the subsequent semester on Samarth Portal	On or before 20 December	Respective Schools & AES Division
Mapping of approved Fee Waiver in Samarth Portal	21 December – 31 December	Student Services Division
Fee Payment (Without Late Fee)	01 January – 15 January	Students
Fee Payment (With Late Fee)	16 January – 20 January	Students
Registration in Winter Semester	Only after successful payment of the applicable semester fee	Respective Schools


 Student Services Division
 Dr. B.R. Ambedkar University Delhi
 Lothian Road, Kashmir Gate
 Delhi-110006

B. Monsoon Semester

Activity	Timeline	Responsible Stakeholder
Invitation of Fee Waiver Applications	15 April	Student Services Division
Last Date for Submission of Fee Waiver Applications	30 April	Students
Scrutiny, verification and approval of Fee Waiver Applications	01 May – 31 May	Fee Waiver Committee
Submission of approved Fee Waiver List to Student Services Division	On or before 01 June	Fee Waiver Committee
Promotion of eligible students to the subsequent semester on Samarth Portal	On or before 20 June	Respective Schools & AES Division
Mapping of approved Fee Waiver in Samarth Portal	21 June – 30 June	Student Services Division
Fee Payment (Without Late Fee)	01 July – 15 July	Students
Fee Payment (With Late Fee)	16 July – 20 July	Students
Registration in Monsoon Semester	Only after successful payment of the applicable semester fee	Respective Schools

Responsibilities of Stakeholders

A. Schools

1. Ensure timely promotion of eligible students to the subsequent semester on the Samarth Portal as per the prescribed timelines.
2. Register students in the subsequent semester only after successful payment of the applicable semester fee.
3. **Under no circumstances shall any student be registered without fulfilling the applicable fee-related requirements, except with the prior approval of the Competent Authority.**
4. Ensure that Summer Internship/On-the-Job Training (OJT), wherever applicable, is completed within the prescribed timelines so that student promotion, registration, and fee collection are not delayed.
5. Issue supplementary academic guidelines, wherever required, provided they are consistent with this Calendar.
6. The respective Schools shall submit the list of students who are required to repeat a semester, along with the details of the courses to be registered, to the Student Services Division at the time of forwarding the promotion list, **on or before 20 June and 20 December**, respectively.
7. The respective Schools shall submit the list of students opting for additional courses, along with the credit details of such courses, either at the time of promotion or before semester registration, to enable the Student Services Division to incorporate the applicable additional course fee in the Samarth Portal.



Student Services Division
Dr. B.R. Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi-110006

B. Assessment, Evaluation and Student Progression (AES) Division

1. Ensure timely completion of promotion-related processes in the Samarth Portal in coordination with the respective Schools.
 2. Extend necessary technical and administrative support for timely promotion of students.
-

C. Fee Waiver Committee

1. Complete scrutiny and verification of fee waiver applications within the prescribed timelines.
 2. Submit the approved list of beneficiaries to the Student Services Division on or before the dates prescribed in this Calendar.
-

D. Student Services Division

1. Invite applications for Fee Waiver as per the prescribed schedule.
 2. Map approved fee waivers in the Samarth Portal before opening of the fee payment portal.
 3. Open the Fee Payment Portal strictly as per the approved Fee Calendar.
 4. Monitor compliance with the timelines prescribed in this Calendar.
-

E. Students

1. Pay the applicable semester fee within the prescribed timelines.
 2. Submit Fee Waiver applications **within the notified period**, wherever applicable.
 3. Ensure that all academic and financial requirements are fulfilled before seeking semester registration.
 4. Students failing to pay the prescribed fee within the stipulated period shall be liable to pay the applicable late fee/penalty and may face restrictions on semester registration and other academic processes, as per University rules.
-

General Instructions

1. The timelines prescribed in this Calendar may be adjusted by up to two days due to holidays, weekends or administrative exigencies. Any such revision shall be notified separately by the University.
 2. Any deviation from this Calendar shall require the prior approval of the Competent Authority.
 3. This Calendar shall be followed by all concerned stakeholders for every academic session unless modified or superseded by a subsequent order issued by the University.
-

This Fee Collection & Registration Calendar is issued with the approval of the Competent Authority.


Rekha

Student Services Division
Dr. B.R. Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi-110006


Dean Student Services

Copy to:

1. Office of the Vice Chancellor
2. Office of the Registrar
3. All Deans of Schools
4. AES Division
5. Student Services division – to share with all students
6. Members of Fee Waiver committee
7. Webmaster-for uploading on AUD's intranet



Dean Student Services

Student Services Division
Dr. B.R. Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi-110006

FORMAT – “A”
(Declaration by the Student)

I.....son/ daughter of
Mr./ Mrs.....resident of.....
.....studying in the.....year/semester
of the.....Programme in.....School do hereby
declare that I am not availing any financial assistance / subsidy for the programme from any other
Agency / Scheme of Govt. in the event of the University coming to know of my availing any financial
assistance / subsidy I undertake to refund the entire amount with penal interest calculated @ 10% for
the period commencing from the date of credit of assistance to me / my parents bank account and till
the date refund.

I also understand that the University is also free to initiate any legal action against me / my parents for
any wrong / misleading information furnished in the format of application.

(Signature of the Student with Date)

Witnesses (other than parents / family members):

S. No.	Name and Complete Address	Signature
1		
2		



FEE WAIVER APPLICATION FORM

NAME :

PROGRAMME :

SCHOOL :

SEMESTER :

ENROLMENT NUMBER :

CATEGORY :
(UR/EWS /SC/ST/PwBD/OBC)COMBINED GROSSFAMILY ANNUAL :
INCOME (as per document furnished)FATHER'S NAME, OCCUPATION & :
OFFICE ADDRESSMOTHER'S NAME, OCCUPATION & :
OFFICE ADDRESS

CONTACT NUMBER :

AUD STUDENT EMAIL ID :

I belong to SC/ST/PwBD/OBC/UR/EWS, and, I hereby certify that the family income disclosed by me is the combined family annual income. If at any stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further, I will be subject to legal and/or penal action as per the provision of the law.

Date:

Place:

Signature of the Applicant

-----X-----X-----X-----X-----

Acknowledgement Slip

Student Name —

Enrollment No. —

Programme —

Fee Waiver Form Submission Date —

Receiver's signature & stamp with date