



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Ref. No. SMVDU/AA/25/1225


Date: 05/05/2025

Sub: Submission of Form No.18 for Late Fee Payment Support – Academic Session 2025-26

Reference to the e-mail dated 16th April 2025 of I/c Samarth portal regarding identification of students requiring support for late fee payment due to Loan/Scholarship/Financial issues, the following instructions are notified for information of all concerned students for upcoming Academic Session 2025-26:

1. To streamline the online registration process, students facing delays in Tuition and Annual Fee payments due to bank loans, scholarships, or financial constraints are required to fill Form No.18.
2. Grant of permission for late fee payment shall only be given for payment of Tuition & Annual fee. It will not imply for any waiver of late fine or penalty or on payment of Hostel & Mess fee.
3. All Schools are requested to inform concerned students to complete and submit Form No.18 by or before 25th May, 2025.
4. The list of students who have filled the form no.18 shall be forwarded to the In-charge, Samarth Portal with a copy to Finance Section & Academic Section for records.
5. Students should be directed by Head of the Schools to pay Hostel & Mess fee (Online through Samarth Portal) before the allotment of hostel.

This issues with the approval of the Competent Authority.


05.05.2025
Dean Academic Affairs

Copy to:-

1. All Deans, for information.
2. Dean of Students for information & n.a
3. Finance Officer, for information.
4. All Heads of the Schools, for information & n.a
5. I/c Samarth portal, for information.
6. AR (VC office), for information of the Hon'ble Vice Chancellor.
7. I/c website for uploading the same in the University website.