

**Office Advisory**

**Advisory for Students/Parents on Deposition  
of Semester/Annual/Miscellaneous Fees**

In order to ensure **smooth, transparent, and timely** deposition of Semester/Annual/Miscellaneous fees, all students and parents are hereby advised to kindly follow the instructions given below:

**1. Mode of Fee Payment**

- All fees shall be deposited **only through the University's official payment portal or designated bank account**, as notified on the University website from time to time.
- **Cash transactions are strictly prohibited.**
- Permissible payment modes include **Net Banking, Debit/Credit Card, UPI, or Bank Draft** (where specifically permitted).

**2. Timely Payment of Fees**

- Students are required to deposit the prescribed Semester/Annual/Miscellaneous fees **within the due dates** notified by the University.
- Any payment made **after the due date** shall attract **late fee/penalty** as per University rules.
- Failure to deposit fees may result in **withholding of examination forms, results, or registration for subsequent semesters.**

**3. Verification of Payment**

- Students must **download, print, and preserve the fee receipt/transaction confirmation** for future reference.
- In case of any discrepancy, the same must be immediately reported to the **Finance & Accounts Department** along with proof of payment for rectification.

**4. Precautions for Parents/Students**

- Deposit fees **only through official University channels**; do not make payment to any unauthorized individual or third party.
- Before making payment, always verify the **beneficiary name, account number, and payment link** from the official University website.
- The University shall **not be responsible** for any payment made to unauthorized or fraudulent accounts.

*Handwritten signature*





# Gautam Buddha University

Greater Noida, Gautam Buddha Nagar (U.P.)

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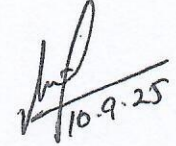
## 5. Miscellaneous Fees

- Any charges related to **hostel, transport, examination, or other facilities** must also be deposited strictly as per the notifications issued by the concerned section/department.

## 6. Contact Details for Support

For any clarification or assistance regarding fee payment, please contact:

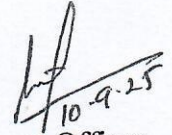
**Finance Department**, Gautam Buddha University, Greater Noida  
Email: [accounts@gbu.ac.in](mailto:accounts@gbu.ac.in) / [ao@gbu.ac.in](mailto:ao@gbu.ac.in) ; Phone: 0120-234232



Swatantra Kumar Gupta  
Finance Officer

Copy to:

- Office of the Hon'ble Vice Chancellor – for kind information of the Hon'ble Vice Chancellor
- Dean (Academics)
- Registrar
- Deans/Heads of all concerned Schools
- Notice Boards of all Schools
- Notice Boards of all Hostels
- System Manager – for uploading on the official website
- Concerned File



Finance Officer