



Notice

Student Services Division

Dated:-21/07/2025

Subject:-Applications invited for availing Fee Waiver for Monsoon Semester 2025 (for all programmes) and Winter Semester 2025 (for PhD batch 2024)

Please refer to our email dated 27/06/2025 (subject as: Fee Waiver - Monsoon Semester 2025) wherein all students who wish to avail fee waiver in their Monsoon Semester 2025 were requested to be ready with the document for availing fee waiver.

Now therefore, students who wish to avail fee waiver in Monsoon Semester 2025 have to submit below mentioned valid documents during **23/07/2025 (Wednesday)** to **06/08/2025 (Wednesday)** at their respective campus during the window dealing time (9:30am – 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 01.08.2025** (Every Certificate has validity of 6 months or 1 year or 3 year depending on the state which has issued)

The students are requested to please check and see that the certificate should be valid as on 01.08.2025 as the fees to be collected is of the Monsoon Semester. Last date for submission of fee waiver application is 06/08/2025 positively by 1:00 PM. No application will be considered under any circumstances beyond the last date.

Venue for submission of fee waiver form and documents

Sl. No.	Students of	Submit your fee waiver form at
1	KG Campus	Student Services Division (Room No. 57), Kashmere Gate Campus
2	KP Campus	Student Services Division (Admin Room), Karampura Campus
3	Lodhi Road Campus	SES Office, Lodhi Road Campus
4	Qutab Institutional Area	SHRM Admin Office

Requesting all Deans, Programme Coordinators & faculty members to kindly disseminate this information to the students, please. It is also requested that faculty may announce the same during their classes so that students may be ready with documents timely.

Rekha
21/7/25
Dean, Student Services-II

Copy to:

1. All Deans of Schools & School Offices
2. COF
3. Registrar
4. Programme Coordinator
5. DR, (Finance), AR Finance
6. Director IT Services
7. Webmaster for uploading on the intranet and website under Student Services Page.
8. Notification file.
9. All Notice Board (Kashmere Gate Campus, Karampura Campus, Lodhi Road Campus, Qutab Institutional Area Campus)
10. Guard File

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



Student Services Division

File No.AUD/4-20/2024-25/Fee Waiver/ 2575

Dated:- 09/10/2024

Standard Operating Procedure (SOP), Eligibility Criteria and Formats for Fee Waiver Applications

1. In order to streamline the timely processing of Fee Waiver applications, avoid procedural delays/ errors in grant of fee waiver and enable students to submit their applications within the stipulated time period in order to avail of fee waiver as per university norms, the following guidelines may be followed by all the concerned:

Guidelines for Deans and Programme Coordinators

2. The Student Services Division sends the email for fee waiver applications at the beginning of every semester. School Deans are requested to forward this email to all the Programme Coordinators (UG/ PG and PhD) within the School, and through the school office disseminate the same among the students, with instructions for follow-up.
3. UG/PG and PhD Programme Coordinators are requested to publicise the Fee Waiver notice among students along with reminders issued through the School Office about the deadline for application. The timelines for receiving applications must be highlighted so that the late application submissions in the Student Services Division are avoided.

Guidelines for Student Services staff handling fee waiver applications for different campuses

4. The staff shall put up the call for fee waiver applications on the Notice Board(s)/ E-Notice Boards in a timely manner and for wide publicity. The timeline for submission should be highlighted in the notice.
5. The staff should ensure that the students submit their applications for fee waiver in the duly approved formats, as given in the annexures.
6. The staff should ensure that the documents submitted by the student are **valid and complete** in all respects, and is received in **signed & self attested print copy** (and not via email).
7. In case of incomplete applications, the staff shall advise the students on the required documents.
8. The application must be accepted **within the timeline** given by the Student Services Division. The students must be provided an acknowledgement receipt with the date of submission and seal of the Student Services Division.

Guidelines for Students

9. Fee Waiver applications are considered for review and eligibility **only once a semester**. The fee waiver scheme is not available on a rolling basis (i.e. applications are not reviewed as and when they are received). Hence, it is very important that your application is **submitted within the timeline within the semester in which you wish to avail of fee waiver**.

10. The Student Services Division may extend the timeline for Fee Waiver usually only once a semester, allowing for exigencies, individual delays or general delays like those caused by the pandemic. **Fee Waiver applications will not be considered for review once the timeline and extension(s) are over.**
11. Any case of delayed submission will only be allowed if the student can submit **valid proof** of the following emergency situations that may have arisen **during the period of application**:
- Personal illness and hospitalization;
 - Illness and hospitalization of immediate family members;
 - Bereavement in the immediate family; and
 - Delay in issuance of income certificate by the concerned government authorities

Please note that the delay in applying for 11 (d) on the part of the student shall not be a valid reason for condoning the delay while reviewing the application.

Eligibility Criteria

12. Full Waiver of Total Fee (excluding Caution Deposit, Alumni Registration Fee, Graduation Fee, Extra Mural Fund, Industry Interface Fee, Course Material Fee, Programme Enrichment Fee, Dissertation Fee, Thesis Examination Fee in UG/ PG and PhD programmes wherever applicable) of all students belonging to SC, ST and PwBD categories.
13. The gross annual family income ceiling (slab-wise) for availing Tuition Fee waiver from the Economically Backward students (other than SC, ST & PwBD) as detailed below.

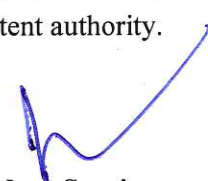
	% of Tuition Fee Waiver	Gross Annual Family Income
Slab-1	100% Fee Waiver	Rs. 3 lakh or below
Slab-2	75% Tuition Fee Waiver	Rs. 4 lakh or below, but more than 3 lakh
Slab-3	50% Tuition Fee Waiver	Rs. 5 lakh or below, but more than 4 lakh
Slab-4	25% Tuition Fee Waiver	Rs. 6 lakh or below, but more than 5 lakh

Mandatory Documents to be submitted for Fee Waiver

14. Fee Waiver Application Form (**Annexure A**)
15. Declaration as per (**Annexure B**) by the student affirming that no financial support has been availed/ is being availed from any other Scheme for meeting the cost of education for this course/ programme

Proof of Gross annual family income to be submitted for Fee Waiver

16. Copy of valid card issued under the National Food Security Scheme, **OR**
17. Copy of valid annual family income certificate issued by the SDM/ competent authority, **OR**
18. 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.


Dean, Student Services

**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

Annexure B

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		