## Notice

Student Services Division

Dated:-07/10/2024

Subject:-Applications invited to avail Fee Waiver for Monsoon Semester 2024 (except batch admitted in 2024)

Students who wish to avail fee waiver in Monsoon Semester 2024 have to submit Fee Waiver Application Form and declaration form (attached) along with valid documents during **08/10/2024 (Tuesday)** to **18/10/2024 (Friday)** at their respective campus during window dealing time (9:30am – 1:00pm).

**Documents required for availing fee waiver**

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 a VALID as on 01.08.2024** (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 01.08.2024 as the fees to be collected is for the Monsoon Semester 2024. Last date for submission is 18/10/2024 till 1:00 PM. No application will considered under the any circumstances beyond the last date and time.

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. 4), 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 & faculty members to kindly disseminate this information to the students, please.

Dean, Student Services

Copy to:

1. All Deans of Schools & School Offices
(SCCE, S Des, SDS, SES, SHE, SHS, SLS, SUS, SVS, SGA, SLGC, SOL, SBPPSE, SHRM)
2. COF
3. Registrar
4. DR, (Finance),AR Finance
5. Director IT Services
6. Webmaster for uploading on the intranet and website under Student Services Page.
7. Notification file.
8. All Notice Board (Kashmere Gate Campus, Karampura Campus, Lodhi Road Campus, Qutab Institutional Area Campus)
9. Guard File