



Notice

Student Services Division

Dated:-27/11/2024

Subject:-Applications invited for availing Fee Waiver for Monsoon Semester 2024 [Only batch admitted in 2024 UG, PG and PhD (2023)]

Please refer to our email dated 06/11/2024 (subject as: Fee Waiver - Monsoon Semester 2024 [Only batch admitted in 2024 UG, PG and PhD (2023)]) wherein all students who wish to avail fee waiver in their Monsoon Semester 2024 were requested to be ready with the document for availing fee waiver.

Now therefore, students who wish to avail fee waiver in Monsoon Semester 2024 [Only batch admitted in 2024 UG, PG and PhD (2023)] have to submit below mentioned valid documents during **02/12/2024 (Monday)** to **16/12/2024 (Monday)** at their respective campus during the window dealing time (9:30am – 1:00pm).

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

(A).

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.

(B). Fee Receipt (received at the time of admission)

(C). Bank Details (student's bank details, cancelled cheque or front copy of bank passbook)

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 of the Monsoon Semester. Last date for submission of fee waiver application is 16/12/2024 positively by 1:00 PM. No application will consider under the 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. 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