



**ACADEMIC BRANCH**

F.No. Acad/IGDTUW/DTTE/2024/190

21/06/2024

**CIRCULAR**

**Subject: Guidelines for Fee Waiver/Concession to SC/ST/PwD/EWS students.**

The guidelines for Tuition Fee Waiver/Concession to SC/ST/PwD/EWS categories students admitted in B.Tech./DMAM/B.Arch. programs with lean economical background, has been approved by Academic Council in its 21<sup>st</sup> Meeting dated 18/09/2023 vide Agenda Item No. 21.13 and by Board of Management in its 24<sup>th</sup> Meeting dated 29/02/2024 vide Agenda Item no. 24.10(b).


The details of guidelines along with the Application Format for Tuition Fee Waiver/Concession to SC/ST/PwD/EWS categories students is given below. The expenditure on account of the above mentioned Tuition Fee Waivers will be met from 'University Receipts'.

This scheme is applicable from the A.Y. 2023-24.

  
Dean (Academic Affairs)

Copy for kind information to:-

1. PS to Hon'ble Vice-Chancellor, IGDTUW
2. PA to Registrar, IGDTUW
3. Incharge web Server/ System Analyst, IGDTUW with the request to upload this on the university website
4. Guard file

  
Dean (Academic Affairs)



## GUIDELINES FOR FEE WAIVER/CONCESSION TO SC/ST/PwD/EWS STUDENTS.

Fee Waiver/ Concession to the Students of SC/ST/PwD/EWS categories in B.Tech, B.Arch and DMAM programs with lean economical background.

- I. **Scope:** The University offers fee waiver/concession to the meritorious students of each B.Tech./DMAM/B.Arch. program in the first year and encourages their academic competitiveness in the subsequent years.
- II. **Allocation of the fee waiver/concession to SC/ST/PwD/EWS students in B.Tech./DMAM/B.Arch program:**

All such students of IGDTUW who seek financial assistance for fee concession in tuition fee may submit the application in the prescribed form as per Annexure I. The guidelines for the fee concession are:-

- (i) The Fee Committee will first look into the reasons/facts submitted by the students regarding non-applying for scholarships of State/Central funded scholarship schemes.
- (ii) The eligibility for Fee concession to the students will be as under:-

| Eligibility (Gross Annual Family Income of student from all sources)                      | Qualifying Aggregate % (For 1 <sup>st</sup> year only) | Qualifying Aggregate CGPA (2 <sup>nd</sup> year onwards) | % of Financial Assistant in Tuition Fee |
|---|--|--|---|
| Category 1- Beneficiary family income is upto Rs.1.5 Lakh per annum                       | 85% (Grade A2 or Grade Point 9 & Above)                | 8.5 & Above  | 100%                                    |
| Category 2- Family income Rs.1.5 Lakh and above but not exceeding Rs. 2.50 lakh per annum | 85% & Above (Grade A2 or Grade Point 9 & Above)        | 8.5 & Above  | 50%                                     |
| Category 3- Family income Rs.2.50 Lakh but not exceeding Rs. 6.00 lakh per annum          | 85% & Above (Grade A2 or Grade Point 9 & Above)        | 8.5 & Above  | 25%                                     |

- (iii) The student has to submit an undertaking duly counter signed by her parents on stamp paper of Rs. 10/- duly attested by public Notary that "she has not obtained or applied for any grant/ financial help for the same purpose from any other Ministry/ Govt. Department of India/ State, any Public/ Private Organization." The application of the candidate concealing the facts will automatically stand cancelled.
- (iv) The student should not be involved in any in-disciplinary activity (ies) in University.
- (v) The fee concession may be given to the student maximum up to five percent (5 %) of the total sanctioned intake for the particular year in the respective program.
- (vi) All shortlisted students will be required to appear for personal interview by a designated Committee on the fixed date and time. Applications will be accepted only through online portal. hand written applications will not be accepted.

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- (vii) All the children of same family/parents are also eligible subject to the income limit of the parents. Students availing any other scholarship/stipend such as merit scholarship will not be eligible for the scholarship.
- (viii) The student must have a minimum attendance of 85% with no active or dead backlogs during the program.
- (ix) The full Tuition Fee concession will be granted to the wards (up to two children) of all the Group 'C' employees and half Tuition Fee concession may be granted to the wards (up to two children) of all the Group 'B' employees of the IGDTUW over & above the maximum up to five (05%) of the sanctioned Intake for the particular year.
- (x) The Expenditure will be incurred from the Budget head 'University receipts'.

**Documents Required (All self-attested):**

- a) Income Proof:-
- ITR for previous financial year in case of govt. employees.
  - Income certificate should be valid at time of application, issued by SDM/1<sup>st</sup> class magistrate in case of others.
- b) University fee receipt of the current Academic year for which financial assistance is claimed.
- c) Copies of the all mark sheets of previous years including 10<sup>th</sup>, 12<sup>th</sup> and JEE Rank Card (For 1<sup>st</sup> year students) .
- d) Cancelled cheque of Passbook copy of Bank A/C (major account in the name of student only).
- e) Electricity bills for the previous year.
- f) Property Tax receipts/Home rent receipts.

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**APPLICATION FORM FOR TUITION FEE WAIVER/CONCESSION TO SC/ST/PwD/EWS STUDENTS**

**University Information**

1. Enrolment No. : \_\_\_\_\_
2. Program/Branch : \_\_\_\_\_
3. Current Semester : \_\_\_\_\_
4. Date of Admission (DD/MM/YYYY) : \_\_\_\_\_

**Personal Information**

1. Name : \_\_\_\_\_
2. Father's/Mother's Name : \_\_\_\_\_
3. Contact No. : \_\_\_\_\_
4. E-mail Id. : \_\_\_\_\_
5. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Category(Gen/SC/ST/OBC/EWS/Minority): \_\_\_\_\_

**Academic Information**

1. Previous Year CGPA : \_\_\_\_\_  
 (Attach copy of Mark Sheets)
2. Previous Year Attendance %age : \_\_\_\_\_
3. Grade or Grade Point : \_\_\_\_\_  
 (Attach Copy of Score Card)
4. Whether detained in previous year : \_\_\_\_\_  
 (Yes/No)
5. EWS/Caste/Income Certificate Ref. No. : \_\_\_\_\_  
 (Attach Copy of valid certificate from Competent Authority)

Dated (DD/MM/YYYY): \_\_\_\_\_

Signature of the student

**Recommended/Not Recommended**

**Signature of HoD**

**Undertaking**

I hereby undertake the information furnished above is correct. In case of any information found wrong the action may be taken against me as per the university's norms. I have/will not claim for any other scholarship scheme.

Name and signature of student