

Fee Concessions

Stage I: Notification for Inviting Applications

1. Notice is displayed on the notice board of all departments and website inviting application from students.
2. The notice should indicate the documents that a student has to submit along with the application.
3. The following documents have to be submitted by the student:
 - a) Marksheet of the last examination taken
 - b) A copy of Identity Proof
 - c) Income certificate. The income certificate furnished must be for the current financial year.
 - d) Bank account details of the student

Stage II: Meeting of Student Advisor Committee

1. The Student Advisor Committee holds a meeting after receiving the applications.
2. The applications are given to faculty representatives of each department for their perusal.
3. Applications and documents are verified with the original documents.
4. The attendance of the applicant in the last semester is also considered. A **minimum 66.67% attendance** is required for the grant of fee relaxation sought.

Stage III: Notification of Selected Students

1. Selected students are called for the verification of documents
2. After the verification of all the documents and attendance record of the students, the list of selected students is prepared by the Student Advisory Committee.
3. The list duly signed by all the members of the Student Advisory Committee is sent to the Principal for the approval.
4. The name of selected students is displayed on the college notice board and website of the college.
5. A copy of the list is also sent to the Account Section for the sanction of fee concession.
6. The sanctioned amount is transferred to the bank account of the student.

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