



Students' Concession Policy

A. Objective

In keeping with its dual mission of making higher education accessible to all without discriminating, and fulfilling its social responsibility as an academic institution, the college administration has provisions for students to apply for tuition fees concessions so that deserving, but financially disadvantaged students may receive institutional support to realise their academic aspirations.

All applications for fee waiver/concession are routed through the Fee Concession Committee.

B. Scope

1. Students from economically disadvantaged backgrounds, irrespective of **category** (General/Reserved) or **gender** and enrolled in **any academic programme** may apply for either of the following:
 - a. Full tuition fee waiver
 - b. Half tuition fee waiver
 - c. Partial tuition fee reduction

The selection process for all fee concessions is strictly based on the financial circumstances of the student and requires approval from the Fee Concession Committee, following a standard procedure (See **Item C**).

2. Children of members of the college non-teaching staff are automatically eligible for fee concession under 1(b), but may apply for concession under 1(a).
3. Students who are automatically eligible for 1(a):
 - i. Students securing the highest SGPA in the end semester examinations;
 - ii. Students who excel in sports/ cultural activities;
 - iii. Students suffering from an incurable and life-threatening disease;
 - iv. Students injured in accidents.
4. Physically Challenged students are automatically eligible for 1b.



Students receiving any scholarship like the Swami Vivekananda Merit-cum-Means (SVMCM) or Kanyashree stipend ARE NOT ELIGIBLE to apply for fee concession.

C. Application and Selection Procedure

- Submission of duly filled in application form to the Principal/ Head of the Institution along with relevant documents* duly forwarded/ attested by competent authority (Local councillor/ Headmistress/ Headmaster/ Departmental Head);
- Application forwarded to the Concession Committee for discussion;
- Review of applicant's credentials;
- Recommendations of the Committee regarding the extent of tuition fee waiver of the applicant (full/ half/ partial waiver) forwarded to the Principal for granting fees concession.

*List of documents (whichever is applicable):

Attested copy of Marksheet of last examination in which the applicant appeared [3(i)];

Attested copy of guardian's salary slip/income certificate [1 (a)/(b)/(c)];

Doctor's certification for applications under 3(iii);

Certification from Hospital to which student had been admitted after the accident [3(iv)].

In exceptional cases, the Principal may use discretionary authority to grant fees waiver and ensure the college's compassionate approach.

Dr. Manas Kabi
Principal
Asutosh College



**Asutosh College
Office of the Principal**

92 S.P. Mukherjee Road, Kolkata -700026

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PROFORMA

**APPLICATION FOR FEE CONCESSION (FULL/HALF/PARTIAL-FREE)
FOR THE ACDEMIC SESSION 20__-20__**

(TO BE SUBMITTED IN DUPLICATE)

1. Name of the student (BLOCK LETTERS) :
.....
2. (a) Class : B.A/B.Sc/B.Voc/M.A./M.Sc Arts/Science/Vocational. (b) Hons./Gen.
(c) Class Roll No.....
3. Name of Father /Guardian :
4. Address (Residential) in full :
.....
.....
..
5. (a) Mobile No.(b) Land Ph. No.
6. Monthly Income of the Family(Rs.) :
7. No. of sisters/brothers (if any) :
8. Name and year of last examination passed :
9. Category : SC/ST/OBC/GEN
10. Do you receive any scholarship/Stipend ? Yes/No (If Yes, give Details) :

I do hereby declare that the above details are true to the best of my knowledge and would place the same on demand by the authority.

Date :

Signature of the Applicant

ENCL :

- (a) Income certificate (in original for one set and photocopy of the same for the other set) from the employer. Self-employed persons may submit Income Certificate from the Local Commissioner/Panchayet Pradhan/BDO
- (b) Photocopies of H.S or equivalent Marks Sheet (compulsory for BA/B.Sc/B.Voc 1st Semester Student)
- (c) Photocopy of BPL card
- (d) Photocopy of Caste Certificate
- (e) Photocopy of previous entitlement card