

APPLICATION FOR CONCESSION IN SEMESTER FEES

Name of Student =

Roll Number =

Academic Unit in which registered (Department/ Centre/ School/ Interdisciplinary Programme):

Semester for which concessional fees are sought =

Autumn/ Spring (encircle the appropriate alternative) Semester;
of Academic Year (fill in the correct year, example 2009- 2010):

Declaration: I understand that this concession can only be granted against an assignment of academic-administrative task(s) + responsibilities as per AAR below, to be suitably completed to the satisfaction of the competent authority. In case I am granted this concession, I promise to complete such task(s) + responsibilities as assigned to me, satisfactorily. In case I do not complete the tasks + responsibilities to the satisfaction of the supervising faculty member(s), I understand that I shall have to forego the concession of fees granted here and I shall be required to pay non-concessional fees for this semester as well.

Signature of student with date:

AAR: Academic-administrative responsibility assigned:

Please tick (✓) one of these standard options or provide a brief description/ specification in a few words in case it is other than these:

- () Teaching Assistant in course(s) in the academic unit to be run in the current semester
- () Laboratory Administration / Laboratory Development
- () Departmental Office/ Stores/ Computing Facility Administrative Assistance
- () Assistance to a faculty member of the academic unit in his/ her academic – administrative responsibilities
- () Institute Academic – Administrative Responsibilities by delegation, as assigned by Dean/ Associate Dean, Academic Programmes – (in which case the Dean/ Associate Dean, Academic Programmes or nominee would certify completion of task + responsibility)
- () Brief description, if none of the above provides a correct description of the tasks + responsibility assigned:

Signature + Date of Head of Department/ Convener of Interdisciplinary Programme:

Instructions:

1. The student must submit this form, duly signed, to the **Academic Section**.
2. The Academic Section would then arrange to permit payment of **concessional fees** – that is, the student would pay the same fees as those who receive a **Teaching Assistantship** from MHRD.
3. The student would need to obtain a **certificate of completion** of the academic-administrative tasks + responsibility in the format provided with all due endorsements. This certificate must be submitted to the Academic Section during the time window specified on the certificate. If this certificate is not submitted, then two **penalties** shall be levied as specified on the certificate format.

**CERTIFICATE OF COMPLETION OF ACADEMIC – ADMINISTRATIVE
RESPONSIBILITY
(FOR STUDENTS WHO AVAIL OF CONCESSIONAL FEES – AS APPLICABLE TO
THOSE ON A TEACHING ASSISTANTSHIP FROM MHRD)**

This certificate may be submitted to the Academic Section anytime *after* the last day of the semester-end examination of that semester – *upto* fifteen days after that date. This certificate shall not normally be accepted outside this interval (denoted CW henceforth) – without due justification.

Except for the signatures of the concerned faculty/ Head/ Convener, the other entries are to be completed by the student. It is mandatory for the student who avails of fee concessions to do so, failing which the following penalties would be levied:

- (i) the student would have to pay the balance of the non-concessional fee applicable to him/her as a mandatory requirement before registering for the subsequent semester / before obtaining the provisional certificate in case of graduating students
- (ii) the student may not be allowed to avail of concessional fees in future semesters if there is a clear case of wanton negligence of duties assigned.

Date on which this certificate is being submitted:

Justification in case the certificate is being submitted outside the time window specified in CW above:

Name of Student =

Roll Number =

Academic Unit in which registered (Department/ Centre/ School/ Interdisciplinary Programme):

Semester for which concessional fees were paid =

**Autumn/ Spring (encircle the appropriate alternative) Semester;
of Academic Year (fill in the correct year, example 2009- 2010):**

AAR: Academic-administrative responsibility assigned by Head of Department/ Convener of Interdisciplinary Programme/ Dean or Associate Dean, Academic Programmes by delegation:

Faculty member who supervised this Academic-Administrative Responsibility (SFM):

We certify that this student has completed the tasks and fulfilled the responsibility assigned to him/ her as per AAR above, satisfactorily, during the semester mentioned.

Signature + Date of the faculty member who supervised this responsibility (SFM):

Signature + Date of Head of Department/ Convener of Interdisciplinary Programme: