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.