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**GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
SECRETARIAT (C) DISPUR, GUWAHATI-6**

No. AHE.489/2013/P./227

Dated Dispur, the 25<sup>th</sup> May, 2018

**OFFICE MEMORANDUM**

**Sub: Scheme for Waiver of Admission Fee/ tuition fees etc. for Students taking Admission in H.S. First Year, Degree First Year and M.A/M.Sc./M. Com Previous/1st Semester 2018-19.**

Hon'ble Finance Minister, Assam while presenting the Annual Budget for the Financial Year 2018-19 has announced in para 262 of the Budget Speech 2018-19 that with an objective to provide free education to the students from underprivileged backgrounds, our Government has waived off the admission fees/ tuition fees etc. for those students taking admission in both Higher Secondary Schools and Colleges for the first time since 2017-18. We will continue the fee waiver scheme during the next financial year also. For implementation of the Fee waiver scheme, an amount of Rs.7789.00 lakh has been earmarked under SOPD budget 2018-19.

**1. Aim :** The aim of the scheme is to provide access to the poor students of the State and to help them achieve the benefits of Higher Education.

**2. Scope and Applicability:** The Scheme will be applicable to the students seeking admission into 1<sup>st</sup> Year H.S./ B.A./ B.Sc./ B.Com. and Previous Year/1<sup>st</sup> Semester of M.A./M.Sc./M. Com. students taking admission in any self-financing course are not eligible under this scheme. In case of H.S. and B.A./B.Sc./B.Com. course, those students whose fees were waived last year will also be eligible to avail the scheme for the second year admission. For M.A./M.Sc./ M.Com., the benefit of the scheme is applicable for Previous Year / 1<sup>st</sup> Semester admission only (for the current academic year) and the scheme will not cover those who are being admitted into second year of M.A./M.Sc./ M.Com this session.

**3. Institutes incorporated under the scheme :**

1. All Provincialized and Govt. Colleges
2. Gauhati University, Guwahati
3. Dibrugarh University, Dibrugarh
4. Bodoland University, Kokrajhar
5. Cotton University, Guwahati
6. Kumar Bhaskar Varma Sanskrit & Ancient Studies University, Nalbari
7. Women's University, Jorhat.

This scheme will not cover Private Colleges, Private Universities and Central Universities situated in Assam. The Scheme will be applicable to students pursuing higher education in Colleges and Universities of Assam in the categories stated above.

**4. Applicability:**

Category of students eligible under the Scheme:

1. Students whose parental annual income is less than Rs. 1.00 Lakh from all sources will be eligible to avail this scheme.
2. If either of the parent (mother or father) of the student is working in the State Govt./Central Govt./ Semi Govt./State or Central Govt. Undertakings, such students shall not be eligible under this scheme.

**5. Proof of Income /Documents required :**

- i) An Income Certificate from the Local Revenue Circle Officer/Mauzadar.
- ii) A declaration from the students that neither of the parent (father or mother) of the student is an employee of State/Central Govt. Department or its undertaking. Such form shall be devised by the concerned Registrars /Principals. If such a declaration is found to be false, the admission shall be cancelled and fee shall be realized from such students.

Coordinator  
IQAC

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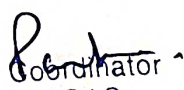
6. **Powers of Admission Committees:** The Admission Committees of the concerned Colleges and Universities shall have the power to enquire into the income of the family in case of doubt in regard to students and if the committee is of the view that the income of the parent exceeds Rs. 1.00 Lakh, the Committee may recommend cancellation of admission notwithstanding documents submitted by the student. Such enquiry may commence suo moto by the Institute or on a complaint received against any student availing benefit under this scheme. The Category of Institutes coming under the purview of the Scheme shall constitute such committees comprising of Senior Teachers. The Principal/ Registrar of the institution shall observe due diligence and will not allow any undeserving candidates. The Director of Higher Education will make random checks of income certificate and disciplinary action may be taken against the student/ official or principal.

7. **Fee to be waived under the Scheme during 1<sup>st</sup> Year and 2<sup>nd</sup> Year Admissions :**

Year	Category of Admission	Nature of Fees to be Waived
1 <sup>st</sup> Year/New Admission	Higher Secondary 1st Year B.A./B.Sc./B.Com. 1 <sup>st</sup> Year Session Starting from 1 <sup>st</sup> July 2018.	All Fees that a College or University realizes from Students in Normal Course rate not to exceed than the fee realized Last year, 2017-18 Session
2 <sup>nd</sup> Year	For those admitted with no fee during the session 2017-18	Colleges will realise only on Magazine fees, Games & Sports fees and College Week fees. All other fee will be exempted in the Second Year. This benefit will accrue to those students who have been admitted under this scheme last year i.e. 2017-18 session.
M.A./MSc./M. Com	1 <sup>st</sup> year Admission in the session 2018-19	All fees realised by Universities against admission in the 1 <sup>st</sup> (Previous/Semester) Year during admission. For students studying in 3 <sup>rd</sup> Semester, (second year) this scheme will not be applicable.

8. **Duties and Responsibilities of Students availing the Scheme :** Students seeking admission into 1<sup>st</sup> year will plant a sapling at his/her College or at his/her home and shall give photograph of the same to the college. The Student has to nurse the sapling and while seeking admission into second year shall give photograph of the same tree that was planted during previous year. A Scrutiny Committee shall be constituted comprising teachers from Biology background who shall examine the photographs and will assess the genuineness of the Photographs and growth of the plant. If the College does not have science stream, teachers from nearby colleges will be deputed for such purpose by the Director of Higher Education. Only on receipt of recommendation from the Committee, the student can avail 2<sup>nd</sup> year fee waiver. This will be effective from the session 2019 (applicable to those who benefitted under the scheme during 2018 session). Students availing the Second year fee waiver benefit during the Current Year shall submit photograph of the sapling planted by them during 2017 to the College authority and the college authority shall scrutinize the authenticity of the same and allow the candidate accordingly.

9. **Responsibility of Colleges and Universities:** All Colleges and Universities will be required to upload the names of students admitted availing fee waiver benefit. This should be done from Academic Year 2017-18. (Last Year)

  
 Coordinator  
 IQAC  
 Bahona College, Jorhat  
 Pin-785101



# 10. Marking at the reverse of Mark Sheet of candidate given free admission :

- The Colleges giving free admission under this scheme shall give one endorsement at the reverse of relevant mark sheet of the student so that the student does not seek free admission in multiple colleges.
- The Colleges and Universities will devise Rubber Seal and use the seal at the reverse of mark sheets of the beneficiary students.
- The Colleges and Universities after the admissions are over will submit the demand towards the amount of fee waived to the poor students to the Director of Higher Education in such format as may be prescribed within 45 days.
- The Director shall submit proposal for sanction to the Govt. on the basis of the proposal submitted by the Colleges and Universities after due verification within 30 days.

The Colleges and Universities will send the requirement for reimbursement of fund in prescribed proforma together with names of students availing the benefit under the scheme within 45 days of admissions so that the Director can move Govt. for release of fund to institutes.

Sd/-

( Ajay Tewari, IAS )

Principal Secretary to the Govt. of Assam Higher Education Department.

Dated Dispur, the 25<sup>th</sup> May, 2018

Memo No. AHE. 489/2013/Pt./227

Copy forwarded for information and necessary action to; -

1. The PS to the Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble CM.
2. The PS to the Hon'ble Minister, Education, Assam for information.
3. P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department for kind information of the Principal Secretary.
4. P.S. to the Commissioner & Secretary to the Govt. of Assam, Finance Department for kind information of the Principal Secretary.
- ✓ 5. The Director of Higher Education, Assam for necessary action: He will communicate the order to all the Principals through posting it in his website.
6. The Director of Information & Public Relations Assam for wide publicity.
7. Guard File.

By order etc.,

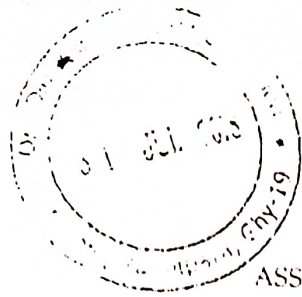


Joint Secretary to the Govt. of Assam  
Higher Education Department.



Coordinator  
IQAC

Bahona College, Jorhat  
Pin-785101



GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
ASSAM SECRETARIAT (C) DISPUR, GUWAHATI-6

No. AHE-489/2013/Pt./229

Dated Dispur, the 26<sup>th</sup> July, 2018

C O R R I G E N D U M

The following Para/Clauses in the Govt. Office Memorandum No.AHE-489/2013/Pt./227, dated 25-05-2018 is hereby corrected as follows:

Para No.	Existing	Please read as
Para-2	"In case of H.S. and B.A./B.Sc./B.Com course, those students whose fees were waived last year will also be eligible to avail the scheme for the second year admission. For M.A./M.Sc./M.Com, the benefit of the scheme is applicable for Previous Year/ 1 <sup>st</sup> semester admission only (for the current academic year) and the scheme will not cover those who are being admitted into second year of M.A./M.Sc./M.Com. this session."	"In case of H.S. and B.A./B.Sc./B.Com course those students whose fees were waived earlier will also be eligible to avail the scheme for the second year and third year admission. For M.A./M.Sc./M.Com, the benefit of the scheme is applicable for Previous Year/ 1 <sup>st</sup> semester admission only (for the current academic year) and the scheme will also cover those who are being admitted into second year of M.A./M.Sc./M.Com. this session and whose fees were waived last year."
Para-7	Fee to be waived under the Scheme during 1 <sup>st</sup> Year and 2 <sup>nd</sup> Year Admissions:	Fee to be waived under the Scheme during 1 <sup>st</sup> Year, 2 <sup>nd</sup> Year and 3 <sup>rd</sup> Year Admissions:
Para-7 Column-1 2 <sup>nd</sup> row	2 <sup>nd</sup> Year	2 <sup>nd</sup> and 3 <sup>rd</sup> Year admission
Para-7 Column-2 2nd row	M.A./M.Sc./M.Com	Previous and final year admission
Para-7 Column-3 2nd row	1 <sup>st</sup> year Admission in the session 2018-19	1 <sup>st</sup> year Admission in M.A./M.Sc./M.Com. for the session 2018-19 and for those admitted with no fee during the session 2017-18.
Para-7 Column-2 3rd row	For those admitted with no fee during the session 2017-18	For those admitted in B.A./B.Sc./B.Com, with no fee during the session 2016-2017 and 2017-18.
Para-7 Column-3 3 <sup>rd</sup> row	Colleges will realize only on Magazine fees Games & Sports fees and College Week fees. All other fee will be exempted in the Second Year. This benefit will accrue to those students who have been admitted under this scheme last year i.e. 2017-18 session	Colleges will realize only on Magazine fees, Games & Sports fees and College Week fees. All other fee will be exempted in the Second and Third Year. This benefit will accrue to those students who have been admitted under this scheme during 2016-17 and 2017-18 session
Para-7 Column-3 5 <sup>th</sup> row	All fees realized by Universities against admission in the 1 <sup>st</sup> (Previous Semester) Year during admission. For students studying in 3 <sup>rd</sup> Semester (second year) this scheme will not be applicable	All fees realized by Universities against admission in the 1 <sup>st</sup> (Previous Semester) Year and 2 <sup>nd</sup> (final) Year during admission



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Pin-785101



Para-8	Only on receipt of recommendation from the committee, the student can avail 2 <sup>nd</sup> year fee waiver. This will be effective from the session 2019 (applicable to those who benefited under the scheme during 2018 session). Students availing the Second year fee waiver benefit during the Current Year shall submit photograph of the sapling planted by them during 2017 to the College authority and the college authority shall scrutinize the authenticity of the same and allow the candidate accordingly.	Only on receipt of recommendation from the committee, the student can avail <b>subsequent</b> year fee waiver. This will be effective from the session 2019 (applicable to those who benefited under the scheme during 2016-17 and 2017-18 session). Students availing the fee waiver benefit during the Current Year shall submit photograph of the sapling planted by them earlier to the College authority and the college authority shall scrutinize the authenticity of the same and allow the candidate accordingly.
Para-9	This should be done from the Academic Year 2017-18 (Last Year).	This should be done from the Academic Year 2016-17 onward.

The other terms and condition laid down in the order will remain the same

Sd/-

(Ajay Tewari, IAS)

Principal Secretary to the Govt. of Assam  
Higher Education Department

Memo No.AHE.489/2013/Pt./229-A

Dated Dispur, the 26<sup>th</sup> July, 2018


Copy to:-

- 1) The PS to the Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble CM
- 2) The PS to the Hon'ble Minister, Education, Assam for information
- 3) P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department for kind information of the Principal Secretary.
- 4) P.S. to the Commissioner & Secretary to the Govt. of Assam, Finance Department for kind information of the Principal Secretary.
- ✓ 5) The Director of Higher Education Assam for necessary action. He will communicate the order to all the Principals through posting it in this website
- 6) The Director of Information & Public Relations Assam for wide publicity.
- 7) Guard file.

By order etc.,



Joint Secretary to the Govt. of Assam  
Higher Education Department

  
Coordinator  
IQAC  
Bahona College, Jorhat  
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GOVERNMENT OF ASSAM  
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM  
KAHILIPARA.....GUWAHATI-19  
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No.PC/HE/SOPD/02/2017/69

Dated Kahilipara the 18-07-2018

From:- Smti G. Phukan, ACS  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To 1) The Registrar,  
Gauhati University/Dibrugarh University/Bodoland University/Kumar  
Bhaskar Varma Sanskrit & Ancient Studies University/Women  
University, Jorhat.

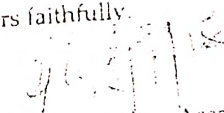
✓ 2) The Principal,  
All Govt./ Provincialised Colleges of Assam

Sub Regarding submission of proposal of Fee Waiver through web-portal of  
<https://directorateofhighereducation.assam.gov.in>

Sir/Madam,

With reference to the subject cited above, I have the honour to request  
you to submit proposal for Fee Waiver of BPL students through web portal of  
<https://directorateofhighereducation.assam.gov.in>.  
In this regard please go through the User Manual and relevant O.M. available in  
our web portal.

Yours faithfully,

  
Director of Higher Education, Assam  
Kahilipara, Guwahati - 19

Dated Kahilipara the 18-07-2018

Memo No.PC/HE/SOPD/02/2017/69-A

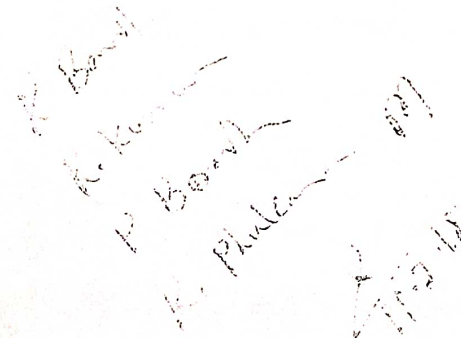
Copy forwarded to:

- 1) The MD. AMTRON for kind information and necessary action.
- 2) The P.S. to the Principal Secretary to the Govt. of Assam, Higher Education  
Department, Dispur, Guwahati-6 for information
- 3) Guard file.

Director of Higher Education, Assam  
Kahilipara, Guwahati - 19.

  
Coordinator  
IQAC

Bahona College, Jorhat  
Pin-785101







To  
Smt. R. Phukan  
8.9.18

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE DIRECTOR OF HIGHER EDUCATION : ASSAM**  
**KAHILIPARA : GUWAHATI-19**

No.PC/HE/SOPD/02/2017/80

Dated Kahilipara the 7<sup>th</sup> September, 2018.

From : Smti. G. Phukan, ACS  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

To, 1. The Registrar,  
Gauhati University, Guwahati/ Dibrugarh University, Dibrugarh/ Bodoland  
University, Kokrajhar/ Cotton University, Guwahati/ Kumar Bhaskar Varma  
Sanskrit & Ancient Studies University, Nalbari/ Women University, Jorhat.  
✓ 2. The Principals (all),  
Govt. & Provincialised Colleges of Assam,

Sub : Regarding last date of uploading Student Master data and Admission  
Fee Structure and uploading additional data for Fee Waiver.

Ref. This office letter No.PC/HE/SOPD/02/2017/69, dtd.18/07/2018  
and No.PC/HE/SOPD/02/2017/77, dtd.01/08/2018.

Sir,

In continuation of this office earlier letter mentioned under reference, I would like to state that the **last date for uploading Student Master data and Admission Fee Structure for Fee Waiver is 20/09/2018**. There will be no scope for uploading of data for the purposes after 20/09/2018 and no proposal will be considered under any circumstance in this regard.

Further, I would like to state that **there is a provision of additional data sheet for uploading additional data, in case of any lapse occurred in already uploaded data and the same must be completed within the last date.**

Besides, it is worth mentioning here that the fee structure is to be uploaded as it is fixed by the Colleges. **Deduction for girl students of Higher Secondary level regarding tuition fee should not be done. The system will automatically calculate the necessary deduction.**

Please treat the notice as **Most Urgent**.

Yours faithfully,

*[Signature]*  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.  
Dated Kahilipara the 7<sup>th</sup> September, 2018.

*W. G. Phukan*  
*R. Phukan*  
*8/9/18*

Memo No.PC/HE/SOPD/02/2017/80-A  
Copy to :-

1. The M.D., AMTRON, Bamunimaidam, Guwahati-21. He is requested for taking necessary action.
2. The P.S. to the Hon'ble Education Minister, Assam, Dispur, Guwahati-6.
3. The P.S. to the Principal Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.

*[Signature]*  
Director of Higher Education, Assam  
Kahilipara, Guwahati-19.

*[Signature]*  
Coordinator  
IQAC  
Bahona College, Jorhat  
Pin-785101