

STANDARD OPERATING PROCEDURE (SOP) FOR FEE CONCESSION FOR THE 25% STUDENTS ADMITTED UNDER HARYANA DOMICILE CATEGORY.

Ansal University, established with a mission to strive for excellence in education, provides its students an education which produces a sound intellectual foundation that enables them to think, judge, care and ultimately acts responsibly in the changing scenarios of the country and the world. It is a self financing private university established under Haryana Private Universities Act 2006 (act no 32 of 2006). It is a non-profitable organization sponsored by Charanjiv Charitable Trust.

In accordance with the Haryana Private Universities Act 2006, under Clause No. 36 (2), the university offers merit cum means fee concession to 25% of students admitted by the university who are domicile of the State of Haryana.

Out of 25% of Haryana domicile category students:

- 5% students shall be granted full fee concession
- 10% shall be granted 50% fee concession
- Balance 10% shall *be granted 25% fee concession*

The following Standard Operating Procedure will be followed for extending fee concession of the students enrolled under 25% Haryana Domicile category w.e.f. Academic session 2015-16, subject to change from time to time.

1. This fee concession is extended to students on 'merit cum means' basis. The Fee Concession Committee of the University, as per the ordinance of the university, will take a final decision. The Dean of the respective school will forward the list of students eligible for fee concession as per the eligibility conditions laid down under Clause No. 5, to Dean (Students' Welfare) for seeking approval of the fee concession committee.
2. Grant of fee concessions shall be adjusted in the fee of even semester or refunded to students. All students selected for admission have to deposit their first semester fee to make safe their admission.

3. Fee concession will be reviewed annually based on yearly academic performance and all other criteria laid down in the ordinance and rules of the university. However, to continue the fee concession, students have to secure 50% marks in the CGPA.
4. The Dean of the respective Schools will arrange to prepare the 'merit-cum-means' list of Haryana Domicile students admitted by the university clearly stating the marks in qualifying examination and income of the parent in descending merit order. While preparing the list of students the factor of high on merit and low on means will be taken into account.
5. All the students under 25% seats reserved for students belonging to state of Haryana will be considered for fee concession as per criteria laid down under:

100% Fee Concession for 5% students	Higher on Merit + Family Income upto Rs. 250000/- p.a.
50% Fee Concession for 10% students	Higher Merit + Family Income from Rs. 250000/- to Rs. 500000/- p.a.
25% Fee Concession for 10% students	Higher Merit + Family Income above Rs. 500000/- p.a.

6. The income from all sources is to be furnished by student or parents will be checked & confirmed by the Dean (SW). The documents required for different categories is given below:
 1. For Government Employees, Form 16 under IT Act 1961, issued by the employer.
 2. Non-Government employees, Certificate of the employment along with Form 16 under IT Act 1961.
 3. For self-employed, a copy of the latest return of income filed with the income tax department & Sale tax department.
 4. Any other Government documents, showing the level of income.
 5. Below Poverty Line (BPL) certificate issued by Government.

The Dean, (Students welfare) will notify on the notice boards and website, inviting applications from the eligible students of Haryana domicile admitted in the first year of any course being run under the university, to apply for fee concession. The students should submit the application, complete in all respect with all supporting documents to the

respective Deans of schools, who will forward a complete list of eligible students to the Dean (SW). All the students considered for Fee Concession in the first year of study based on qualifying examination marks and income of parents, shall have to apply afresh during subsequent years.

The provisional list of students who have been considered for fee concession based on the merit and means shall be put up on the Notice Boards and University website by the Dean of the respective schools for the information of all concerned. A deadline would be indicated for receiving any grievances/ complaints in respect of the lists. The final lists would be put up only after considering all objections/complaints received within the time frame and duly processed to ensure transparency in the award of fee concessions.

7. Fee Concession for subsequent years shall be as follows:

Applicant must fulfil the following criteria for claiming the fee concession:

- (i) The attendance criteria of the University.
- (ii) The student should secure 50% in the CGPA to continue the Fee Concession in subsequent years. However, if any student considered for fee concession in the first year fails in any of the subject, he/she may be considered for continuation of fee concession provided that he/she shall have to clear the subjects in the subsequent academic year failing which he/she may not be considered the continuation of Fee Concession.
- (iii) Applicants should not have been suspended for any grave act of indiscipline by the university.
- (iv) No disciplinary action against the applicant is established or pending in case of ragging or eve teasing.
- (v) The applicant should not be receiving any other scholarship from any other source whatsoever, for which a certificate signed by student & parent is to be provided.