

**PANJAB UNIVERSITY CHANDIGARH**  
**(Estd. Under the Panjab University Act III of 1947)**

**From:**

**The Assistant Registrar-II  
Pan jab University  
Chandigarh**

**To**

1. D.U.I.
2. D.S.W.
3. Secretary to Vice-Chancellor
4. The Chairperson/Director all Teaching Depts.
5. The Directors of P.U. Regional Centers
6. The Principals Constituent Colleges
7. R.S.A

**No. 2234-2305 ST/FC**

**Dated 03.05.2021**

**Subject: - Amendments in the guidelines/rules regarding fee concession/refund of fee existing in the Hand Book of Information as well as P.U. Calendar Volume III.**

**Dear Sir/Madam,**

This is to inform you that the Vice-Chancellor in anticipation approval of the Syndicate has approved the proposed existing following guidelines/rules regarding fee concession/refund of fee w.e.f. the session 2020-2021, the same are reproduced as under:-

**(9) Guidelines for freeship and tuition fee concession**

<b>Sr. No</b>	<b>Page no in the Hand Book of Information 2020</b>	<b>Sr. No.</b>	<b>Existing</b>	<b>Proposed/Amended</b>
1.	12	9 (v)	(i) The total family income from all sources not exceed Rs. 2.5 lac per year. For proof of family income from all sources should not exceed Rs. 2.5 lac per year, the income certificate shall be accepted when issued by the competent authority which shall mean the Tehsildar, SDM or the employer as the case may be. In addition an affidavit duly attested by a Magistrate, giving full details of total family income should be submitted. Candidates holding yellow cards/yellow ration	The total family income from all sources does not exceed Rs. 2.5 lac. Per annum and the income certificate shall be accepted when issued by the competent authority which shall mean the Executive Magistrate/ Tehsildar /Naib Tehsildar/ SDM. Candidates holding yellow cards/yellow ration cards would be given preference over other candidates provided other merit conditions remained the same.

			cards would be given preference over other candidates provided other merit conditions remained the same.	
2.	12	9 vi	For continuation of the freeship granted to students during the first year of admission to a course, the following rider be imposed: “The freeship will be continued in the subsequent years only if the student passes the previous examination with a minimum of 60% marks in the aggregate or 6.3 CGPA for science / Engineering students and 55% marks for students in departments other than Science. Students should not have any reappear in any paper.” Photocopy of lower examination passed detail marks certificate may enclosed with the refund form.	For continuation of the freeship granted to students during the first year of admission to a course, the following rider be imposed: “The freeship will be continued in the subsequent years only if the student passes the previous examination with a minimum of 60% marks in the aggregate or equivalent to CGPA for science / Engineering students and 55% marks for students in departments other than Science. Students should not have any reappear in any paper.” Photocopy of lower examination passed detail marks certificate may enclosed with the refund form. If the detailed marks card of previous semester has not been issued by the examination branch then the marks of the said student should be verified by Chairperson/Director of the respective department/Regional Centre.

**(10) Guidelines for grant of fee concession to the students, whose both parents are not surviving and there is no source of income and those whose father has expired and mother is not able to bear his/her expenditure towards studies.**

3.	13	9	Student must submit evidence in the form of affidavit duly attested by the 1st class Magistrate certifying that:- (i) The income of the surviving mother or guardian is not more than 2,50,000/- per annum including the income accruing from agricultural land or any urban property/shop/business. (ii) Not getting any fellowship/scholarship from any source. If getting any fellowship/scholarship, the student will have to refund the amount of fellowship/scholarship to the University to get the benefit of 100% exemption in tuition fee under this category.	Student must submit evidence in the form of affidavit duly attested by the Executive Magistrate/Tehsildar/Naib Tehsildar/SDM certifying that:- (i) The income of the surviving mother or guardian/is not more than 2,50,000/- per annum from all sources. (ii) Not getting any fellowship/scholarship from any source. If getting any fellowship/scholarship, the student will have to refund the amount of fellowship/scholarship to the University to get the benefit of 100% exemption in tuition fee under this category
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**12 Guidelines for Grant of “Means-Cum-Merit based Tuition fee Support”**

4.	13.	1.	Family Annual Income	Scholarship to be provided	Family Annual Income	Scholarship to be provided
			Less than Rs. 1 lakh	100% of the tuition fee	Up to Rs. 1 lakh	100% of the tuition fee
			Between Rs. 1 lakh– Rs. 1.5 lakh	75% of the tuition fee	Rs.1,00,001 to Rs. 1,50,000/-	75% of the tuition fee

			Between Rs. 1.5 lakh–Rs. 2.5 lakh	50% of the tuition fee	Rs. 1,50,001 to 2,50,000/-	50% of the tuition fee
			Between Rs. 2.5 lakh–Rs. 3.5 lakh	10% of the tuition fee	Rs. 2,50,001/- to 3,50,000/-	10% of the tuition fee
			Between Rs. 3.5 lakh–Rs. 4.5 lakh	5% of the tuition fee	Rs. 3,50,001 to 4,50,000/-	5% of the tuition fee
5.	14	2 (i)	(i) Student must submit Full detail of total family income from all sources including the income accruing from agricultural land or any urban property/shop/business/ maintenance under certificate duly verified by Chairperson/Director of the respective department.	(i) Student must submit Full detail of total family income from all sources including the income accruing from agricultural land or any urban property/shop/business/ maintenance in the form of affidavit/certificate duly attested by the Executive Magistrate/Tehsildar/Naib Tehsildar/SDM.		
6.	14	(v)	The scholarship shall be given to the students pursuing regular degree courses only. <b>The diploma or certificate courses shall not be considered.</b>	The scholarship shall be given to the students pursuing regular degree courses only and the candidates must have passed the qualifying academic examination with the minimum of 50% marks (Proof to be added). <b>The diploma or certificate courses shall not be considered.</b>		
7.	14	(vii)	<b>The Tuition Fee Support shall be continued in the subsequent years only if:-</b> a. The student passes the previous examination with a minimum of 60 percent marks in the aggregate or CGPA 6.3 for Science/Engineering students, whichever is applicable and 55 percent marks for student in departments other than science. b. The student must have passed the Examination in first attempt i.e. should not have a reappear or compartment. "Photocopy of lower examination passed detailed marks certificate may enclose along with application form.	<b>The Tuition Fee Support shall be continued in the subsequent years only if:-</b> a. The student passes the previous examination with a minimum of 60 percent marks in the aggregate or equivalent to CGPA for Science/Engineering students, whichever is applicable and 55 percent marks for student in departments other than science. b. Student should not have any reappear or compartment in any paper "Photocopy of lower examination passed detailed marks certificate may enclosed along with application form. If the detailed marks card of previous semester has not been issued by the examination branch then the marks of the said student should be verified by Chairperson/Director of the respective department/ Regional Centre		
<b>Full Tuition Fee concession to the University Employees and their wards</b>						
8.	12 (2)		From the admissions of 1987-88, employees as well as sons/daughters of University employees studying in the University Teaching Departments/Colleges/enrolled in the University Department of Correspondence Studies be granted tuition-fee concession as under:-		Full Tuition fee concession to the University employees as well as sons/daughters of University employees studying in the University Teaching Departments and its Regional Centres,/University School of open Learning be granted Tuition-Fee concession except Self-Financing courses is as under:	

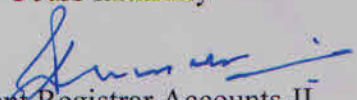
	Employee or one child	Full Tuition Fee Concession	Employee or one Child	Full Tuition Fee Concession
	Second and other Children ,if any	Half Tuition fee Concession	Second and other Children ,if any	Half Tuition fee Concession
	<b>Note-</b> In case the employee himself is in receipt of full fee concession, then all of his children will be entitled to half fee concession only.		<b>Note-</b> In case the employee himself is in receipt of full Tuition fee concession during the current academic session, then for that academic session all of his children will be entitled to half Tuition fee concession only.	

#### Fee Concession to Blind/PWD students

9.	11. (1) (e) (ii)	The free education, including examination fee, be provided to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course/self-financing courses, only for progressive courses and not for parallel courses in the University and its affiliated Colleges, subject to the student being otherwise eligible. The candidate has to submit an affidavit to this effect by 1st Class Magistrate.	The free education, including examination fee, be provided to the completely blind student belonging to below poverty line, as described by the relevant Government notification/s, in any course/self-financing courses, only for progressive courses and not for parallel courses in the University and its affiliated Colleges, subject to the student being otherwise eligible.  The total family income from all sources does not exceed Rs. 2.5 lac. Per annum and the income certificate shall be accepted when issued by the competent authority which shall mean the Executive Magistrate/ Tehsildar /Naib Tehsildar/ SDM.
10	Cal. Vol III 663 (3)	The excess fee of Rs.200/- or more only, paid to the University by a student/ candidate for whatever reasons may be refunded to him/her by forfeiting to the University 10% of the fee paid in excess, with the sanction of the Registrar.  Provided that the application for refund of excess fee made only on the form prescribed by the University, must reach this office within three months of the date of deposit of the excess fee	i. The excess examination fee paid to the University by a student/ candidate for whatever reasons may be refunded to him/her by forfeiting to the University 10% of the fee paid in excess, with the sanction of the Registrar.  ii. If a student has paid the fee to the University by mistake/wrongly for whatever reasons may be refunded to him/her by forfeiting to the University 10% of

			<p>the fee with the sanction of the Registrar.</p> <p>Provided that the application for refund of fee made on the form/contingent bill prescribed by the University, must reach this office within three months of the date of deposit of the excess fee/fee.</p>
11	VII	<p>No fee be refunded to the ongoing student/s who left the course in the mid of the course i.e. 2nd semester and thereafter including those who were admitted with late fee/charges in any course in the Teaching Department/ Institute and its Regional Centre &amp; later wished to withdraw or left his/her seat in the 'mid of the course'</p>	<p>i. No fee to be refunded to the ongoing student/s who left the course in the mid of the course i.e. 2nd semester and thereafter in any course in the Teaching Department/ Institute and its Regional Centre</p> <p>ii. No late fee to be refunded who were admitted with late fee /charges in any course in the Teaching Department/ Institute and its Regional Centre &amp; later wished to withdraw or left his/her seat.</p>

Yours faithfully

  
Assistant Registrar Accounts-II  
3/5/21