



No.: P&SW/Tuition Fee Concession/2024/342

Date: 23.04.2024

**NOTIFICATION**

**Sub: Application for Tuition Fee Concession (Session 2022-2024 / 2023-2025)**

Notice inviting application for award of Free-ship / Tuition Fee Concession (Half / Full) for the Session 2022 - 2024 / 2023 - 2025 is hereby made, with reference to the following:

01. Students applying for free-ship / award of Tuition Fee Concession (half / full) shall apply through prescribed Application Form seeking waiver / concession of tuition fee (fresh or renewal) which is annexed along with / available on the University of Burdwan website ([www.buruniv.ac.in](http://www.buruniv.ac.in)) for easy access / download by the students of the University.
02. Tuition Fee Concession shall be admissible only to students not availing any kind of Scholarship from the academic year 2023-2024 onwards. Further, no tuition fee concession shall be extended to students of any Profession courses.
03. The students of 1st and 2nd Year P.G. courses are to submit their application seeking free-ship / award of tuition fee concession (half / full) to the Head of the Department concerned within 15 days from the date of notice along with supporting income certificate of their guardian issued by the appropriate authority.
04. Filled in application form along with income proof certificates are to be submitted at the respective department for necessary verification, recommendation and forwarding of the HoD concerned. The recommendation list duly signed by the respective HoD is to be sent thereafter to the P&SW Department, in given format only.
05. The Head of the Department(s) shall accordingly forward the list of candidates eligible for free-ship / concession of tuition fee (half / full), along with necessary enclosures in hardcopy to the Placement & Students Welfare office as per below mentioned format:



Tuition Fee Concession list (Half / Full) for session .....(2022-2024 / 2023-2025)					
Students Intake (2022-2024) _____			Students Intake (2023 - 2025) _____		
Sl.	Name	Subject	Roll No.	Year (1st / 2nd)	Concession Type (Half / Full)

06. Pursuant to further necessary action and verification with the Scholarship Department / Section, BU, the list of eligible candidates shall be forwarded along with supporting documents to the Finance Department, BU towards award of free-ship / tuition fee waiver (half / full) as applicable, upon approval of Competent Authority.

Sd/-  
Placement & Students' Welfare Officer, BU

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Copy forwarded for information to:

Date: 23.04.2024

01. The Dean (Science / Arts, Commerce, Law etc.), BU
02. The Registrar, BU
03. The Finance Officer, BU
04. All Head of Departments, BU
05. The Secretary, Faculty Council (Science / Arts, Commerce, Law etc.), BU
06. The System Manager, BU – for website publication please
07. The Secretary to the Hon'ble Vice-Chancellor, BU
08. The Secretary to the Hon'ble Pro Vice-Chancellor, BU
09. The Jr. Superintendent, Placement & Students' Welfare Office, BU

Sd/-  
Placement & Students' Welfare Officer, BU

**THE UNIVERSITY OF BURDWAN  
GOLAPBAG, BURDWAN**

**Application form for the award of Tuition Fee Concession (Full /Half) for the year 20..... 20.....**

1. Name of the applicant :
2. Subject: \_\_\_\_\_ Class: \_\_\_\_\_ Roll No.: \_\_\_\_\_
3. Marital Status :
4. Name of Father :
5. Name of Mother :
6. Name of Husband / Guardian :
7. Category (SC / ST / General) :  
(Certificate for SC/ST to be enclosed)

8. Address

Permanent

Present

9. Year of Passing the Degree Exam :
10. Marks obtained in Hons. Subject in Degree Exam  
Subject: \_\_\_\_\_ Marks: \_\_\_\_\_ Percentage: \_\_\_\_\_  
(attested copy of mark sheet to be attached )

11. Monthly income of Father :  
Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Husband / Guardian: \_\_\_\_\_

(to be supported by certificate issued by Employer concerned / 1<sup>st</sup> Class Gazetted Officer /  
Prodhan of Gram Panchayat / Sabhapati of Panchayat Samity / Sabhadhipati of Zilla Parishad /  
MLA / MP / Councillor/Notary Public)

12. Whether any other scholarship/stipend/assistance  
from any source is being enjoyed : YES / NO

If Yes, the name of the source and the amount  
of such scholarship / stipend :

13. Whether it is a case of new concession of  
Renewal of concession :

**DECLARATION OF CANDIDATE**

I do, hereby, solemnly declare and affirm that the entries made herein are true and that if any of the information furnished is proved to be false or incorrect, either wholly or partly, the University may cancel my concessional benefit and take such other action as may be deemed fit.

Counter signature of guardian with date

Full signature of the Candidate with date

Recommendation of Head of the Department

Signature of Head of the Department  
with date & Seal