

**FEE WAIVER - (JAN - APRIL 2019)**  
PROCEDURES

## Who is eligible for getting the fee waiver?

1. Candidates who said YES to sharing info with college.
2. Only **students** (not faculty) who pass the examination.
3. Fee waiver eligible for only one exam, even the candidate has taken multiple examinations.
4. Fee waiver is only applicable for the candidates who is applying through Local Chapter.

**Fee waiver criteria:** <https://bit.ly/2WkLvZ6>

## **STEPS FOR APPLYING FEE WAIVER :**

**Step 1:** Click on **FEE WAIVER** tab in the SPOC login

**Step 2:** Find the list of students eligible for Fee Waiver in the login (eligibility is based on criteria given by NPTEL. Click here for the criteria <https://bit.ly/2ur0ogl>)

**Step 3:** Select the eligible students for Fee waiver as per the criteria

**Step 4:** Check the Total No. of Students Selected and Click on Submit

**Step 5:** SPOC can keep changing this list until last date.

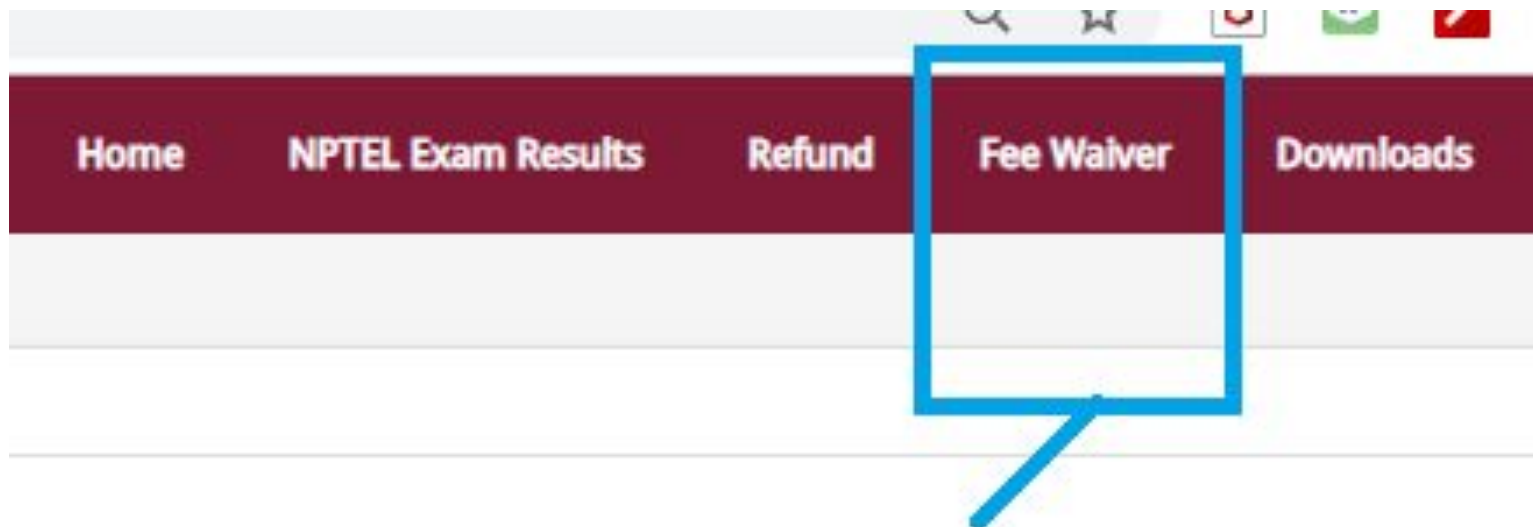
**Step 6:** Upload the Final List of eligible candidates and Principal Letter in the SPOC Login

### **Note:**

**Fee Waiver is not applicable to**

- 1. Colleges in Tier - 1 Cities (Bombay, Delhi, Kolkata, Madras, Bangalore, Hyderabad)**
- 2. Also for colleges that come under these pincodes - <https://bit.ly/2YmH0Pt>**

Step 1: Go to SPOC login. Click on FEE WAIVER tab



## Step 2: The list of students eligible for Fee Waiver will be displayed here

**Please Note:** Fee waiver will be given for one course only, even though candidate has registered for Multiple courses.

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Submit

THIS LIST CONTAINS STUDENTS WHO HAVE REGISTERED & PAID FOR MARCH & APRIL 2019 EXAMS

NOTE

Search:

S.no	Name	Application number	Email	Mobile	Role	Department	Year	College Roll no	Scholarship
1					Student	Others			<input type="checkbox"/>
2					Student	Information Technology			<input type="checkbox"/>
3					Student	Others	2		<input type="checkbox"/>
4					Student	Electronics Engineering			<input type="checkbox"/>
5					Student	Computer Science and Engineering			<input type="checkbox"/>
6					Student	Computer Science and Engineering	2		<input type="checkbox"/>
7					Student	Electronics and Communication Engineering			<input type="checkbox"/>
8					Student	Mechanical Engineering	2		<input type="checkbox"/>
9					Student	Computer Science and Engineering			<input type="checkbox"/>
10					Student	Biotechnology			<input type="checkbox"/>

### Step 3: You may select 20% of the students listed here for fee waiver. Select the eligible students for Fee waiver

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NOTE

 Total student selected :6

Check box will appear to  
select the candidates

Search:

S.no	Name	Application number	Email	Mobile	Role	Department	Year	College Roll no	Scholarship
1					Student	Others			<input checked="" type="checkbox"/>
2					Student	Information Technology			<input checked="" type="checkbox"/>
3					Student	Others	2		<input checked="" type="checkbox"/>
4					Student	Electronics Engineering			<input checked="" type="checkbox"/>
5					Student	Computer Science and Engineering			<input checked="" type="checkbox"/>
6					Student	Computer Science and Engineering	2		<input checked="" type="checkbox"/>
7					Student	Electronics and Communication Engineering			<input type="checkbox"/>
8					Student	Mechanical Engineering	2		<input type="checkbox"/>
9					Student	Computer Science and Engineering			<input type="checkbox"/>

## Step 4: Check the Total No. of Students Selected and Click on Submit

### a) If No. of Students < 1000 in the login

Out of the total eligible candidates, only 20% fee waiver recommendations will be approved.

**Eg:** If Total candidates = 800.

So 20% of 800 is 160.

SPOC will be allowed to recommend only 160 out of the total 800 candidates.

S.no	Name	Application number
1		
2		
3		
4		
5		
6		
7		
8		

Showing 1 to 8 of 8 entries


 Total student selected :2

Search:


Mobile	Role	Department	Year	College Roll no	Scholarship
	Student	Mechanical Engineering			<input checked="" type="checkbox"/>
	Student	Mechanical Engineering			<input checked="" type="checkbox"/>
	Student	Mechanical Engineering			<input type="checkbox"/>
	Student	Electrical Engineering			<input type="checkbox"/>

Once the maximum limit is crossed SPOC will be alerted with a message and there after the check box will be disabled to select the candidates.

Exam results sh

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 Fee waiver -

Home

NPTEL Exa

nptel.ac.in says  
Reached your maximum

OK

Fee waiver Jan-Apr 2019

Submit

THIS LIST CONTAINS STUDENTS WHO HAVE REGISTERED & PAID FOR MARCH & APRIL 2019 EXAMS

NOTE



Once the selection is complete check the total no of students and click on **Submit Button**

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Click on Submit

Submit

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No. of students selected

 Total student selected :1

## b) No. of Students > 1000 in the login

If students count is 1000 and Above - fee waiver student count is capped at 200 max

**Eg:** Total Candidates = 1568.

20% of 1568 is 315. But only 200 max students can be recommended.

1563									<input type="checkbox"/>
1564									<input type="checkbox"/>
1565									<input type="checkbox"/>
1566									<input type="checkbox"/>
1567									<input type="checkbox"/>
1568									<input type="checkbox"/>

20% - 315 eligibility - capped to 200

Showing 1 to 1,568 of 1,568 entries

196					Student	Others		<input checked="" type="checkbox"/>
197					Student	Business Administration		<input checked="" type="checkbox"/>
198					Student	Electrical Engineering		<input checked="" type="checkbox"/>
199					Student	Others		<input checked="" type="checkbox"/>
200					Student	Computer Science and Engineering		<input checked="" type="checkbox"/>
201					Student	Business Administration		<input type="checkbox"/>
202					Student	Computer Science and Engineering		<input type="checkbox"/>
203					Student	Biotechnology		<input type="checkbox"/>

Disabled

**Step 5: SPOC can keep removing/adding students to this list till the last date**  
**For example, once the max count is reached, in order to add say 5 students, you have to delete 5 from the list. So the 20% count remains the same.**

**Hence requesting you to select only the most deserving students for fee waiver.**

195					Student	Others		<input checked="" type="checkbox"/>
196					Student	Others		<input checked="" type="checkbox"/>
197					Student	Business Administration		<input checked="" type="checkbox"/>
198					Student	Electrical Engineering		<input checked="" type="checkbox"/>
199					Student	Others		<input type="checkbox"/>
200					Student	Computer Science and Engineering		<input type="checkbox"/>
201					Student	Business Administration		<input type="checkbox"/>
202					Student	Computer Science and Engineering		<input checked="" type="checkbox"/>
203					Student	Biotechnology		<input checked="" type="checkbox"/>

**The updated candidates list can be downloaded from the SPOC login and print in college letterhead.**

## Step 6: Upload the 1) Final List of Candidates and 2) Principal Letter in the SPOC Login

This completes the process of fee waiver application.

S.No.	Application_number	Name	Emailid	Exam date	Role
1				28-10-2018	Student
2				28-10-2018	Student
3				28-10-2018	Student
4				28-10-2018	Student
5				28-10-2018	Student
6				28-10-2018	Student
7				28-10-2018	Student
8				28-10-2018	Student
9				28-10-2018	Student
10				28-10-2018	Student
11				28-10-2018	Student
12				28-10-2018	Student
13				28-10-2018	Student
14				28-10-2018	Student
15				28-10-2018	Student
16				28-10-2018	Student
17				28-10-2018	Student
18				28-10-2018	Student
19				28-10-2018	Student
20				28-10-2018	Student
21				28-10-2018	Student
22				28-10-2018	Student
23				28-10-2018	Student
24				28-10-2018	Student
25				28-10-2018	Student
26				28-10-2018	Student
27				28-10-2018	Student
28				28-10-2018	Student
29				28-10-2018	Student
30				28-10-2018	Student

Principal sign and seal

## MANDATORY

In college letter head the principal has to mention the Bank details where the money need to be transferred (If candidates have paid directly, mention NA)

To  
NPTEL Coordinator

Date:

**Subject: Request to avail Aricent fee waiver for [redacted] exams for candidates from my college**

Dear Sir:

Our college would like to recommend the candidates shown in the attached list to be considered for availing the Aricent CSR fee waiver for the [redacted] NPTEL Online Certification Exam (s).

I assure you that:

1. These candidates need the fee waiver based on their merit cum means. The Process of identifying the students who require the fee waiver was their **financial status and good academic record**.
2. The Proof that can be submitted in case it is asked as support documents are **income certificates and recommendation from their mentors and HOD**.
3. The number of candidates for whom we are recommending fee waiver to be given for [redacted]
4. The number of candidates for whom we are recommending fee waiver to be given for [redacted]
5. **The college acknowledges that we have not received fee waiver from any other source such as TEQIP, etc for NPTEL online courses.** [redacted]
6. The college acknowledges that fee waiver will be extended for one course for each of the candidates for whom the fee waiver has been recommended.
7. The details of the candidates given in the attached Excel have been authenticated by the SPOC and approved by me.
8. Refund will be provided to candidates who register, pass and meet the criteria set by NPTEL for providing the fee waiver.
9. The college acknowledges that fee waiver will be refunded to college account for all the eligible candidates (who meet NPTEL norms) who have paid exam fees through the SPOC of the college. For candidates who paid directly, refund will be made to their individual bank account..

A/C No	Name	Bank Name	Branch Name/Code	IFSC Code
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

This letter along with the Excel sheet signed by me will be uploaded at the designated link by SPOC **Ms. Debasree Mitra**.

Thanks & Regards,

[Redacted Signature]

Principal Signature

## **Note: Fee Waiver is not applicable for Tier - 1 Cities**

1. Colleges from Tier-1 cities will be excluded (cities - Bombay, Delhi, Kolkata, Madras, Bangalore, Hyderabad)
2. Colleges coming under the below list of pincodes will also be excluded.  
<https://bit.ly/2UTi0gH>
3. If the SPOC from a Tier-1 city college feels that some students from these colleges absolutely deserve fee waiver, as a special case the fee waiver may be approved for them. The SPOC then has to provide us strong justification letter from Principal as to why the fee waiver has to be extended to such candidates.

# In SPOC Login, colleges from Tier-1 cities will see this message

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Scholarship Jan-Apr 2019

Your college is located in a Tier-1 city.

(Chennai, Kolkata, Mumbai, Delhi, Hyderabad, Bangalore)

So candidates from your college are not eligible for fee waiver.

If you need any clarification, please write to [localchapter@npTEL.iitm.ac.in](mailto:localchapter@npTEL.iitm.ac.in)

- If you have any queries, please write to **localchapter@nptel.iitm.ac.in**