<College Letter Head>

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From

The Principal

<College Name and address>

To

NPTEL Coordinator

Subject: Request to avail fee waiver for **Jan - Apr 2019** 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 CSR fee waiver for the **Jan - Apr 2019** NPTEL Online Certification Exam(s).

I assure you that:

1. We have read and understood the fee waiver criteria shared by NPTEL.
2. The candidates shown in the attached Excel sheet need the fee waiver based on their merit cum means. The process of identifying the students who require the fee waiver was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The Proof that can be submitted in case it is asked as support documents is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. The number of candidates for whom we are recommending fee waiver to be given for **Jan - Apr 2019** is:

XXX

1. **The college acknowledges that we have not received fee waiver from any other source such as TEQIP, etc for NPTEL online courses.** [**https://nptel.ac.in/LocalChapter/Assets/pdf/TEQIP-III-FM%20Manual.pdf**](https://nptel.ac.in/LocalChapter/Assets/pdf/TEQIP-III-FM%20Manual.pdf)
2. The college acknowledges that they understand the fee waiver criteria shared by NPTEL and that it will be extended for one course for each of the candidates for whom the fee waiver has been recommended.https://bit.ly/2U4s6zb
3. The details of the candidates given in the attached Excel have been authenticated by the SPOC and approved by me.
4. Refund will be provided to candidates who register, pass and meet the criteria set by NPTEL for providing the fee waiver.
5. 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 |
|  |  |  |  |  |

***\*If fees has been paid directly by candidates, please enter NA in the above table.***

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

Thanks & Regards,

<Principal seal and signature>