

FINANCIAL SUPPORT SCHEME

Code (SSF-101)

The Scheme is formulated to provide financial assistance to the AIOU students. A committee at Regional level with the following membership will be constituted to monitor the activities of the Financial Support and Scholarships subject to the Notification by RD for a period of 2 years under intimation to Director Student Affairs. Any change or replacement of committee member will also be intimated to Director Students Affairs.

CONSTITUTION OF REGIONAL ASSESSMENT COMMITTEE

1.	Head of the Regional Office (Ex-officio)	Chairman
2.	Principal / Headmaster / Headmistress	Member
3.	Prominent Educational Personality of the Region	Member
4.	Any Senior Tutor from the Region	Member
5.	Officer / Official of the Region (not below the rank of Assistant)	Secretary

TERMS OF REFERENCES

- The above committee will examine, assess the financial status of the students in the light of guidelines provided to evaluate the eligibility.
- The Committee will recommend the most deserving students out of received applications and utilize the budget within the allocated limit.

ELIGIBILITY CRITERIA

- (i) AIOU Continuing Students.
- (ii) Enrolled in 2nd Semester onwards.
- (iii) Annual income less than Rs. 400,000/-.
- (iv) The student will produce an income certificate showing annual income as per Performa designed and attached.

PROPORTIONATE BUDGET ALLOCATION

RD's are required to bifurcate the allocated budget in this scheme as under Applications of deserving students will be dealt from this proportionate budget.

- 30% of the allocated budget will be utilized for Matric, F. A and BA renamed as Associate Degree (General, Mass Comm, B. Com, Library Sciences, Darse Nazami) Programmes.
- 70% of the allocated budget will be utilized for ADE, ADC, B.Ed (1.5, 2.5 & 4 Years), BS 4 Years, M.Ed, Master and M.Phil programs.

- In case result of previous immediate semester has not been declared then the result of semester previous then immediate semester will be considered. But this condition will not apply on 2nd semester student.

Semester-Wise Financial Assistance Limit

The fee concession pattern to students who will apply in this category be applicable as per given below ratio/rates. It is further added that as per up-gradation of the previous schemes the facility will be available for 2nd, 3rd, 4th semester for Matric/FA and BA renamed on Associate Degree Programmes (General, Mass Comm. B.Com. Library Science. Darsi Nazmi) and 2nd to 8th semester for respective BS programmes for which fee concession will be requested. Details for M.Phil /MS and others have been mentioned below against each category.

Detail will be as under

Sr. #	Program	Concession
A.	Matric / F.A or equivalent level and B.A renamed Associate Degree programme (Arts, Mass Comm. B.Com. Library Science. Darsi Nazmi.	<ul style="list-style-type: none"> • Full Fee waiver from 2nd, semester to onward. • Student is required to get passing marks in the result of Previous immediate semester for seeking Financial Assistance in 3rd and fourth semester. If student fails to obtain requisite passing marks scholarship will be suspended for upcoming semester.
B.	ADE/ADC (2 years Duration) or Equivalent B.Ed (1.5, 2.5 & 4 Years)/BS(4 years Program)/ Master or equivalent level	<ul style="list-style-type: none"> • 35% of the Semester Fee from 2nd semester to onward. • Subject to the passing marks in the result of previous immediate semester. If student fails to obtain requisite passing marks, scholarship will be suspended for upcoming semester
C.	M.Phil / MS or equivalent level	35% of the semester fee in 2 nd semester
D.	Ph.D / All kind of Short Courses / Diploma and certificate courses Step Courses / Non Credit Courses / French Online / Open Tech	Nil

- **Modus Operandi for full fee waiver**

A. **Matric, F.A and BA renamed as Associate Degree or equivalent level**

1. All applicants are required to have prescribed full load of courses offered for a particular semester
2. All forms will be submitted to RD's concerned by students **first time** with complete required documents.
3. RD's now will issue schedule for conduct of Meeting of Regional Assessment Committee (RAC) convenient to them under intimation to DSA and DRS but that schedule should be one week earlier from the last date/closing date of admissions.

4. Students falling in the category (who have availed facility of full fee waiver) will not be called in Region for 3rd and 4th semester for fee concession. Once the student has been declared eligible for grant of fee concession in (SSF-101) in Matric/FA/Associate Degree (Arts, Mass Comm, B. Com, Library Science, Darsi Nazmi Programmes), he will not appear before RAC in upcoming/remaining semesters for seeking fee concession.

- **Regions will process fee concession forms in two phases**

- **Phase-1 continuing forms.**

- RDs, at the start of Admissions will intimate all the students through SMS, letter, phone call and e-mail (who have already availed this facility in previous semester and this record is lying in the region) to visit/contact the regional office for depositing their continue form duely filled by student with entering desired course codes in that semester. Student after receiving the SMS from RD, will either send his continue form through Dak , or he will visit Regional office and will apply on line and copy of online continue admission form will be deposited to RD and RD will further process it to Director Admission.
- This activity will be completed by RD with in 10 to 15 days after the admission advertisement appears in newspapers to avoid further delay and enabling Director Admission to complete admission well in time.
- The list of continuing students will be forwarded to Director Admission whether it belongs to zero porting or fee challans generated after the grant of 35% or 50% fee concession.
- RD will send copy of the same of DSA.
- Director Admission will provisionally complete the Admission process.
- Director ICT will provide the access to DSA for making the confirmation of admission of students.
- DSA will tally these confirmed admissions with already available list sent by RD and place the same before the Advisory committee. The said list after the recommendation of Advisory committee and final approval of the Competent Authority will be sent to Treasurer for onward transfer of funds.
 1. The students once availed the facility after completing all codal formalities will not submit their fee concession application for remaining semesters throughout the programme.
 2. RD concerned will intimate all the student through SMS for depositing remaining fee of next semester. He will also provide them system generated Challan From.
 3. Director ICT will provide access to RD for downloading of remaining fee system generated challan. Student will deposit the requisite fee and hand over the copy to Regional office and Regional office will prepare list of such students and forward to Director Admission. Copy of the same will also be provided to DSA.

4. RD concerned and DSA will be responsible to maintain the record of all such students who availed facility first time. (Semester wise and programme wise).
5. Director Admission with help of ICT/Treasurer will verify the fee deposited by student and will process the admission.
6. DSA will examine the list and place it before Advisory committee for consideration and recommendation of committee for approval of Competent Authority and forward to Treasurer for onward transfer of funds.

2nd Phase (Fresh Fee Concession forms)

In the 2nd Phase RD will issue a schedule for receiving the forms from these students who are applying for fee concession for Frist time. In these cases, the Schedule should be one week earlier form the last date of admission/closing date. All such students will appear before RAC for their assessment and Final recommendations. The programme wise/semester wise record of such students will also be maintained separately by RD. The list of such students with complete record in all respects will be send by RD to DSA. DSA will process them accordingly.

1. RAC and staff of RD's will be responsible to check the Eligibility Criteria of student before recommending such forms to Director Admission.
2. Incomplete forms will not be entertained. In case of non-admission of student, concerned RD will be responsible.
3. RD's are not allowed to cross the limit of allocated budget in any case. However, keeping in view the number of applications in any particular scheme where students are not in sufficient number, RD can utilize the remaining fee of one scheme for other Financial scheme where students trend seems to be increasing or number of deserving applications more than available funds.
4. The prescribed forms complete in all respects will also be stamped by RD concerned to keep their identification as Financial Assistance forms.
5. In case of any objection, Director Admission/DSA will return the forms to RD concerned. RD will further contact the student to meet the deficiency.

B. Modus Operandi of 35% Fee waiver

1. All the students will submit their requests on prescribed proforma along with all requisite documents to their concerned Regional office for **fee concession first time**.
2. Regional Director will prepare the schedule of conduct of Meeting of RAC and call the students as per schedule under intimation to DSA and DRS. The schedule should be one week earlier from the closing date of admission so that sufficient time is given to the rejected student for arrangement and deposit of fee.

3. The eligible students duly recommended by Regional Assessment Committee will be given system generated challan forms by RD's to deposit their remaining fee in prescribed branch of Banks/ telecommunication companies as per schedule.
4. Director ICT will give access to RD's for downloading remaining fee challans to be given to students.
5. RD concerned will prepare a comprehensive list of all those students who have been recommended for availing Financial Assistance (programme wise and semester wise)
6. RD concerned will stamp all the proformas and admission forms to keep their identification as Financial Assistance form.
7. RD's will forward this list along with prescribed proforma and other requisite documents to DSA. DSA will process this list accordingly.
8. Once the student has availed facility in this category, he will not apply for fee concession in next semester. His case will be processed by RD, however he will submit his continuing form to RD.

STANDARD OPERATING PROCEDURE

- a) If the program consists of 4 semesters (Matric, F.A and BA renamed as Associate Degree or equivalent level) Fee concession will be granted for 2nd, 3rd and 4th semesters. Regions will maintain the record accordingly.
- b) Master Level (16 years education) programs with 4 semesters, the fee concession will be given for remaining three semesters except 1st semester at the rate of 35% of the semester fee.
- c) BS programs with 8 semesters the fee concession will be 35% of the semester for remaining seven semesters except 1st semester.
- d) The students of M.Phil / MS program will be eligible for fee concession only in the 2nd semester
- e) No Fee Concession for Thesis at any level.
- f) Submission of application for fee concession in their respective regions is mandatory for any student for the first time. No form for such fee concession will directly be submitted to DSA / Admission Department. Such forms if received will not be entertained.
- g) After strict examination and approval of Regional Assessment Committee, list of students awarded Financial Support will be displayed on the notice board of the Regional Office and same will be forwarded to DSA Department.
- h) Regions must strictly observe the eligibility criteria and level wise budget proportion. Regions will call the students to appear before the RAC for their assessment for first time only. **First come first award of scholarship practice may be avoided.**
- i) The student can obtain scholarship/financial support from one scheme only in the semester.

- j) All RD's are requested to distribute the attached Performa to students for showing their monthly/annual income as per format.
- k) Allocation of budget to graduate/undergraduate and postgraduate programs is required to be made as per formula given above.
- l) Govt. employees / salaried persons should attach their pay slips with the documents for obtaining this grant/Financial Assistance.
- m) All documentary evidences which support the eligibility of students for grant of Financial Assistance will be attached with the application forms.
- n) The recommendations of Regional Assessment Committee will be finalized subject to the consideration and recommendation of the Advisory Committee on ASSF at Head Office and approval of Competent Authority.
- o) The Regional Head / His nominated official dealing with the Financial Schemes is required to carefully check the eligibility criteria, documents, certificates of the students interested for fee concession at Matric / F.A and B.A renamed to as Associate Degree equivalent level at the time of receiving of fee concession forms. If any deficiency exists in documents, the official is bound to ask the applicant to complete the documents.**

Any change in the procedural mechanism with ICT Department for processing of forms through MIS will be communicated later on and added in the TOR's.