

**Dibrugarh University**  
Modalities for availing waiver of fee under  
**PRAGYAN BAHARTI SCHEME**  
For the session 2023-24

---

**For the students of 1<sup>st</sup> Semester (Admitted during 2023-24):-**

1. The students of 1<sup>st</sup> Semester (Admitted during 2023-24) who are willing to avail the fee waiver under PRAGYAN BAHARTI shall approach the Head of the Department along with the following documents :-
  - a) Admission fee payment receipt generated from ERP (no other receipt is acceptable)
  - b) Valid Annual family income certificate (below Rs. 2.00 Lakhs)
  - c) Permanent Residence Certificate / Domicile Certificate
  - d) Original marksheet of Degree Final Semester for necessary endorsement on the reverse side.
  - e) **Undertaking** in the prescribed format to be signed in ink.
  - f) **GPS tagged photograph** of nursing a tree sapling (to be printed in color) preferably of 4' x 6' size.
2. Students are required to submit their bank account details by filling the **Google Form** <https://forms.gle/FDJ6kBKGSqFZHkH8>

**Note :-** The already paid amount shall be refunded into the student's bank account within 30 days from the date of submission of form/documents, after deducting an amount of Rs. 718/-.

**For the students of 3<sup>rd</sup> Semester (Admitted during 2022-23):-**

1. The students of 3<sup>rd</sup> Semester (Admitted during 2022-23) who are willing to avail the fee waiver under PRAGYAN BAHARTI shall approach the Head of the Department along with the following documents :-
  - a) 1<sup>st</sup> semester Admission fee payment receipt generated from ERP (no other receipt is acceptable)
  - b) Valid Annual family income certificate (below Rs. 2.00 Lakhs)
  - c) Permanent Residence Certificate / Domicile Certificate
  - d) Original marksheet of 2<sup>nd</sup> Semester for necessary endorsement on the reverse side.
  - e) **Undertaking** in the prescribed format to be signed in ink.
  - g) **GPS tagged photograph** of the tree that was planted for availing the waiver in 1<sup>st</sup> semester (to be printed in color) preferably of 4' x 6' size.
2. The students of 3<sup>rd</sup> semester who have already paid their admission fee shall submit their bank account details by filling the **Google Form** <https://forms.gle/FDJ6kBKGSqFZHkH8>

**Note :-** The already paid amount shall be refunded into the student's bank account within 30 days from the date of submission of form/documents, after deducting an amount of Rs. 718/-.

3. Those, who are yet to pay their fee are advised not to pay, until payment link of Rs. 718/- is prompted in the ERP portal of the student.

**Important Information for the Head of the Department (HoD):-**

**The HoD(s) or his/her representative(s) or authorized person(s) shall-**

1. verify the authenticity of the documents submitted by the applicant.
2. ensure that, the students of 1<sup>st</sup> semester and 3<sup>rd</sup> semester have entered their DHE unique id on the ERP. If the id is not updated on ERP, the Department can do it by itself. Incorrect DHE id will lead to cancellation of fee waiver benefit.
3. **ensure, attendance of the applicant is not less than 75% with no backlog in case of 3<sup>rd</sup> semester students only.**
4. ensure mandatory endorsement on the reverse of the relevant marksheet.

**N.B.** relevant marksheet for 1<sup>st</sup> semester students is the Final semester marksheet of graduation, and for the 3<sup>rd</sup> semester students is the 1<sup>st</sup> or higher semester marksheet as applicable.

5. send the list of students (in excel form) eligible for fee waiver along with the supporting documents (hard copy), to the Senior Accounts Officer, Dibrugarh University for onward submission to DHE.

**N.B.** excel format for sending list of students is furnished below:

SI no	ERP Enrolment Number	Name	Programme name	semester