



Office of the Principal  
Nagaon G.N.D.G. Commerce College  
Nagaon : Assam.

**ORDER**

Date: 01-04-2024.

An **Admission Committee** is formed with the following members of the teaching & Non-teaching staff of Nagaon G.N.D.G. Commerce College for the academic session **2024-2025**.

**Members:**

- |   |                     |
|---|---------------------|
| 1. Dr. Mriganka Saikia, Principal                         | - Chairman          |
| 2. Prof. Aranya Jyoti Gayan, Asstt. Prof.                 | - Joint Coordinator |
| 3. Prof. Bhupesh Tumung, Asstt. Prof.                     | - Joint Coordinator |
| 4. Prof. Mridul Mahanta, Vice Principal.                  | - Member            |
| 5. Dr. Prafulla Saikia, Asso.Professor & Coordinator P.G. | - Member            |
| 6. Dr. P.K.D. Purkayastha, Asso. Prof.                    | - Member            |
| 7. Prof. Umeswar Saikia, Asso. Prof.                      | - Member            |
| 8. Dr. Kalpendra Das, Asstt. Prof.                        | - Member            |
| 9. Dr. Satyendra Kr. Pandey, Asstt. Prof.                 | - Member            |
| 10. Mrs. R.S. Goswami, Asstt. Prof. & Coordinator BBA     | - Member            |
| 11. Mr. Mintu Gayan, Asstt. Prof.                         | - Member            |
| 12. Mr. Shekhar Jyoti Das, Accountant.                    | - Member            |
| 13. Mr. Jogen Kr. Saikia, Junior Assistant.               | - Member            |
| 14. Mr. Rakesh Sarmah, Junior Assistant                   | - Member            |
| 15. Mr. Nayan Jyoti Borah, Jr. Assistant                  | - Member            |

*B. Saikia*

(Dr. M. Saikia)

Principal

Nagaon GNDG Commerce College

NAGAON GNDG  
COMMERCE COLLEGE  
NAGAON : ASSAM



GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR::: GUWAHATI-6

No.490303/2024/9

OFFICE MEMORANDUM

**Sub:- Scheme for Fee waiver of admission fees, tuition fees etc. for students taking Admission in H.S./Degree and M.A./M.Sc./M. Com Courses.**

In continuation of FEE WAIVER scheme under Pragyan Bharti for free admission in H.S. / Degree and M.A./ M.Sc./M. Com Courses under Higher Education Department, the scheme will continue for the year 2024-25 for those whose parental income is below Rs. 2.00 lakh.

1. **Aim:** The aim of the scheme is to provide access to the poor students of the State and to help them achieve the benefits of Higher Education.
2. **Scope and Applicability:** The Schemes will be applicable to the students seeking admission into 1<sup>st</sup> year of H.S./B.A./B.Sc./B.Com and M.A./M.Sc./M.Com courses. Students taking admission in any self-financing course are not eligible under this scheme. In case of H.S. and B.A./B.Sc./B.Com course, those students whose fees were waived earlier will also be eligible to avail the scheme for the second year and third year admission. For M.A./M.Sc./M. Com. the benefit of the scheme is applicable for Final year for those whose fees were waived earlier.
3. **Institutes incorporated under the scheme:**
  - i. All State Universities, Govt. Colleges, Govt. Model Colleges, Govt. Model Women Colleges, PDUAM, and Provincialized Colleges of Assam.
  - ii. This scheme will not cover Private Colleges, Private Universities and Central Universities situated in Assam.
4. **Applicability:**

Category of students eligible under the scheme:

  - i. Students whose parental annual income is less than Rs. 2.00 lakh from all sources will be eligible to avail this scheme.
  - ii. If either of the parent (mother or father) of the student is working in the State Govt./ Central Govt./Semi Govt./State or Central Govt. undertakings, such students shall not be eligible under this scheme.
  - iii. Scheme is only for regular students having minimum 75% of attendance in classes with no back paper in previous examination.
5. **Proof of Income/Documents required:**
  - i. An Income Certificate from the Local Revenue Circle Officer.

OR

- ii. As per Govt. Notification vide No. AHE.354/2021/11 dated 13-09-2021, an alternative to the Income Certificate issued by the Circle Officer, the Head of the Institution from where a student has passed out

may also issue an Income Certificate for the purpose of the Fee Waiver Scheme and the same shall be accepted by the Institution admitting the student.

OR

- iii. The Head of an Institution where a student is seeking admission may admit a student under Fee Waiver Scheme if he/she is satisfied that the annual income of the parents of the student is below Rs.2.00 lakh per annum, by recording their satisfaction and issuing an Income Certificate in favour of the student for this purpose.

OR

- iv. The student or his/her parents may submit a Notary/Affidavit in respect of his/her Annual Income for availing the Fee Waiver Scheme which shall be accepted by the Institution.
- v. The Income Certificate so submitted by the candidate will have to be verified by the Competent Authority within one year and action as per Law will be taken against anyone where submission of false Certificate is established.
- vi. The College authority may give admission to the students without examining the original marks sheet. However, the admitted students must produce their original marks sheet on or before 15<sup>th</sup> October, 2024, otherwise, the admission will be cancelled.
- vii. A declaration from the students that neither of the parents (father or mother) of the students is an employee of State Govt., Central Govt. Department or its undertaking. Such form shall be devised by the concerned Registers/ Principal. If such a declaration is found to be false, the admission shall be cancelled and fee shall be realized from such students.

6. **Power of Admission Committees:** The Admission Committees of the concerned Colleges and Universities shall have the power to enquire into the income of the family in case of doubt in regard to students and if the committee is of the view that the income of the parents exceed Rs. 2.00 lakh, the committee may recommended cancellation of admission notwithstanding documents submitted by the student. Such enquiry may commence suo moto by the institute or on a complaint received against any student availing benefit under this scheme. The Category of Institutes coming under the purview of the Scheme. Shall constitute such committees comprising of Senior Teachers. The Principal/Registrar of the institution shall observe due diligence and will not allow any undeserving candidates. The Director of Higher Education will make random check of income certificate and disciplinary action may be taken against the student/ official or principal.
7. **Fee to be Waiver under the Scheme:**

Year	Category of Admission	Nature of Fees to be Waived
1 <sup>st</sup> Year/ New Admission	Higher Secondary, B.A./B.Sc./B.Com./ and M.A./M.Sc./M.Com. Session 2024- 25	All Fees that a College or University realizes from students in Normal Course rate not to exceed than the fee realized last year i.e. 2023-24 session. Colleges will realize only Magazine fees, Games & Sports fees and College Week Fees. All other fees will be exempted.
2 <sup>nd</sup> year and 3 <sup>rd</sup> admission	For those admitted in B.A./B.Sc./B.Com with no fee during the session 2022-23 and 2023-24.	This benefit will accrue to those students who were admitted under this scheme during 2022-23 and 2023-24 session whose parental annual income less than Rs. 2.00 lakh from all sources.
Final year admission	M.A./M.Sc./M.Com for those admitted with no fee during the session 2023-24	

8. **Duties and Responsibilities if Students availing the Scheme:**

Students seeking admission into 1<sup>st</sup> year will plant a sapling at his/her College or at his /her home and shall give photograph of the same to the college. The student has to nurse the sapling and while seeking

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admission into second year shall give photograph or the same tree that was planted during previous year. A Scrutiny Committee shall be constituted comprising teacher which will examine the photograph and will assess the genuineness of the photograph and growth of the plant. Only on receipt of recommendation from the Committee, the student can avail subsequent year fee waive. This will be effective from the session 2024 (applicable to those who benefited under the scheme during 2022-23 and 2023-24 session). Students availing the fee waiver benefit during the Current Year shall submit photograph of the sapling planted by them earlier to the College authority and the college authority shall scrutinize the authenticity of the same and allow the candidate accordingly.

9. **Responsibility of College and Universities:**

- i. All Colleges and Universities will be required to upload the names of students admitted availing fee waiver benefit, in SAMARTH Portal.
- ii. The Registrars/ Principals are to ensure that all the student data uploaded in SAMARTH Portal are correct.

10. **Marking at the reverse of Mark sheet of candidate given free admission:**

- The Universities and Colleges giving free admission under this scheme to give one endorsement at the reverse of relevant mark sheet of the student so that the student does not seek free admission in multiple Colleges.
- The Universities and Colleges will devise Rubber seal and use the seal at the reverse of mark sheets of the beneficiary students.

Signed by

Narayan Konwar

Secretary to the Govt. of Assam,  
Higher Education Department.

Date: 01.06.2024 16:29:01

**Memo No. 490303/2024/9**

**Copy to:-**

1. The P.S. to the Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
2. The P.S. to the Hon'ble Minister, Education, Assam for kind appraisal of Hon'ble Minister.
3. P.S. to the Addl. Chief Secretary to the Govt. of Assam, Higher Education Department for kind appraisal.
4. P.S. to the Commissioner & Secretary to the Govt. of Assam, Finance Department for kind appraisal.
5. The Director of Higher Education, Assam for necessary action: He will communicate the order to all the Principals through posting it in his website.
6. The Director of Information & Public Relations Assam for wide publicity.
7. Guard file.

Joint Secretary to the Govt. of Assam.  
Higher Education Department.

## ANNEXURE-A

**Proposed Fee Structure for UG Courses of the Provincialized Colleges of Assam**

S l.	Head	Sub-Heads	Arts/ Commerce	Science
			Hons	Hons
1	University Fee( may be different from University to university)( To be paid to the affiliating university)	Affiliation& Inspection Fee	200	200
		Registration Fee (for 1 <sup>st</sup> Year Only)	430	430
		Enrollment Fee	250	250
2	Infrastructure/ Facility Maintenance	Renovation & repairing of old buildings,	150	150
		Desk-Bench and college furniture,	100	100
		Installation and maintenance Smart Class Room,	100	100
		Purchase and maintenance of Computer / IT gadgets	100	100
		Toilet Repairing & Cleaning ( Sanitation)	50	50
		Boys & Girls Common Room	100	100
		CCTV & Security	200	200
		Campus beautification, Gardening ( Green Campus)	50	50
		Repairing development of internal road/ communication	100	100
3	Laboratory	Equipment's, Chemicals etc.	200	1300
4	Electricity	Power	500	500
		Generator Fuel, Fan-Bulb Purchase & Repairing	300	300
5	Library	Purchase of New Books	300	400
		Updatation of Library and Lib Software updating / Purchase and repairing of furniture	200	200
6	Contingency	Stationary, TA to University, Boards, Councils, DHEand other official works,	350	350
7	Quality Enhancement	Academic Seminar/ Publication	100	100
		IQAC (NAAC)	150	150
		Faculty Development	100	100
		Invited Lecturer / Resource Person	100	100
		Skill Development and	100	100

		Placements				
		Sports facility and training	100	100		
		Cultural facility and workshop	100	100		
		Infrastructure development	100	100		
8	Continuous Evaluation	Conduct of Internal Examinations/ Project for Internal assessment.	200	200		
9	Disaster Management	Management of disaster /Maintenance and repairing damage caused by flood, erosion storm etc	300	300		
10	Students related fee	NCC/NSS/Scout/Red Cross	50	50		
		I Card	50	50		
		Magazine	200	200		
		Union fee	100	100		
		Games & Sports Competition	100	100		
		College Festivals	100	100		
		Culture& Drama & Music	100	100		
		Debate/Quiz	100	100		
		Students Welfare	100	100		
		Youth Festival	100	100		
		Celebration International Days/National and State Festivals	100	100		
		11	Research, Innovation, Extension & Skill Development	Research Guidance Project Preparation Field Work etc.	500	500
				Start Up Incubation Internship	350	350
Community Service etc.	300			300		
Soft Skills Sklls for Emplouability& Entrepreneurship	200			200		
<b>Total</b>			<b>7180</b>	<b>7480</b>		

Signed by

Narayan Konwar

Date: 27-05-2024 13:56:06