IGNOU
Planning and Development Division

F.No. IG/P&DD/SOP//2025/2049
Dated: 21/04/2025

<u>Notification No. 76</u>

This is notified that the Standard Operating Procedures (SOPs) for the fee waiver programme for undergraduate SC and ST students at Indira Gandhi National Open University (IGNOU) are as follows:

The Standard Operating Procedures (SOPs) for the fee waiver programme for undergraduate SC and ST students at Indira Gandhi National Open University (IGNOU), as per the guidelines for earmarking of funds under Development Action Plan for SC and ST

The Standard Operating Procedures (SOPs) for the fee waiver programme for undergraduate SC and ST students at Indira Gandhi National Open University (IGNOU), as per the guidelines for earmarking of funds under Development Action Plan for SC and ST, generally follows the principles outlined in government welfare schemes.

1. Objective:

- To provide a fee waiver to undergraduate SC and ST students enrolled in programmes at IGNOU, ensuring access to education and promote inclusivity for students from marginalized communities whose family annual income is below a specified threshold (2.5 lakh INR).

2. Eligibility Criteria:

- **Student Category:** The applicant must be from the SC or ST category.
- **Income Criterion:** The student's family annual income must be below ₹2.5 lakh as per GOI norms.
- **Programme Enrollment:** The student must be enrolled in an undergraduate programme of IGNOU.
- **Other Requirements:** The student should not have availed similar fee waiver or scholarship from other sources.

3. Application Process:

- **Application Form:** Eligible students must submit an application form, which includes personal details, academic details, and family income proof.
- **Income Proof:** The student must provide valid documents to prove the family's annual income is below ₹2.5 lakh (such as an income certificate issued by the competent authority, salary slips, or tax returns).
- **SC/ST Certificate:** A valid SC/ST caste certificate issued by the relevant authorities must be provided.
- **Supporting Documents:** Any other documents required as per the University norms (e.g., admission details, proof of enrollment).

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a copy may be forwarded to all RCs.

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24/04/25

Neeti Any
2/04/2025
निदेशक / Director
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4. Verification Process:

- **Income Verification:** The University shall verify the family income based on the submitted documents. The student may be required to submit additional supporting documents if needed.
- **Caste Verification:** The SC/ST certificate will be verified by the relevant authority or committee at IGNOU.
- **Committee Review:** A dedicated review committee may be formed to verify the eligibility and ensure that all guidelines are followed.

5. Approval of Fee Waiver:

- Subject to successful verification of eligibility, the fee waiver shall be granted to the student.
- The waiver shall typically cover the tuition fee as per the directives of MOE, GOI.
- The waiver shall be applicable to fresh registration and re-registration as and where applicable.

6. Disbursement of Waiver:

- The waived fee shall be directly adjusted against the student's account or fee structure in the IGNOU system, so the student does not have to pay the prescribed fees.
- Any other charges beyond the basic course fee (like exam fees, late fees, etc.) shall not be covered under the waiver.

7. Renewal/Continuation of Waiver:

- The waiver is usually valid for a year or semester and is renewable based on continued eligibility.
- To renew, the student may need to submit a fresh income certificate and update any required documentation, following the same verification process.

8. Grievance Redressal:

- If students face issues with the waiver application process or eligibility, they can approach the University's grievance redressal mechanism.
- A student may appeal decisions of non-eligibility or non-approval, providing additional evidence or clarifications as necessary.

9. Monitoring and Reporting:

- The University shall ensure that the funds allocated for the fee waiver programme(s) are utilized effectively and as per the guidelines.
- Regular reports on the number of beneficiaries, financial disbursements, and any challenges faced during the implementation process must be submitted to the relevant authorities.

10. Documentation and Record-Keeping:

- The University must maintain detailed records of all applications, supporting documents, approvals, and disbursements for transparency and accountability.
- These records should be accessible for audit purposes and review by the relevant government authorities.

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11. Review and Evaluation:

- The scheme may be subject to periodic review to assess its effectiveness and make improvements based on feedback from students and administrators.

This SOP ensures that the fee waiver programme for SC and ST undergraduate students is transparent, efficient, and accessible, supporting students from economically disadvantaged backgrounds to continue their education without the barrier of financial constraints.

For specific and up-to-date details, students shall refer to official notifications from IGNOU or consult the University's dedicated office for SC and ST welfare.

This notification is issued with the approval of the Competent Authority.

(Prof. Neeti Agrawal)
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1. All the Directors/Heads of Divisions/Units/Cells/Institutes
2. VCO, for the information of the Vice Chancellor
3. Director RSD with a request to circulate amongst all Regional Centres.