



Yogoda Satsanga Mahavidyalaya

(Established in 1967)

NAAC Accredited B (CGPA 2.33)

Affiliated to Ranchi University & registered under 2(F) & 12(B) of UGC Act

STUDENT FEE WAIVER POLICY, 2026

(Framed under the powers vested in the Governing Body of Yogoda Satsanga Mahavidyalaya, Ranchi)

Policy No.: YSM/FWP/2026/01

Policy Title	Student Fee Waiver Policy, 2026
Policy Category	Academic & Administrative — Student Welfare
Applicable To	All bonafide students of Yogoda Satsanga Mahavidyalaya, Ranchi
Governing Authority	Yogoda Satsanga Mahavidyalaya
Custodian	Fee Waiver Committee, in coordination with the IQAC

1. SHORT TITLE, COMMENCEMENT AND APPLICABILITY

- 1.1 This policy shall be called the “Student Fee Concession Policy, 2026” of Yogoda Satsanga Mahavidyalaya (YSM), Ranchi, hereinafter referred to as “the Policy” and “the College” respectively.
- 1.2 It shall come into force with effect from the Academic Session 2026–27 and shall remain in operation until amended, suspended, or withdrawn by the Mahavidyalaya.
- 1.3 It shall apply to all bona fide students enrolled in undergraduate and postgraduate programmes of the College, subject to the eligibility conditions laid down herein.
- 1.4 This Policy shall be read together with the Statutes of Ranchi University, applicable UGC Regulations, and directives of the Department of Higher Education, Government of Jharkhand, in force from time to time. In the event of any conflict, the provisions of the superior statutory authority shall prevail.

2. PREAMBLE

Yogoda Satsanga Mahavidyalaya, Ranchi — a NAAC-accredited institution affiliated to Ranchi University and a constituent unit of Yogoda Satsanga Society of India (YSS) — is committed to promoting equity, inclusion and access to higher education. In furtherance of this commitment, and consistent with its founding ethos of service and social upliftment, the College institutes this Policy to extend fee concessions and scholarships to deserving students on grounds of merit, financial need, institutional affiliation, and compassionate circumstance.

3. DEFINITIONS

- 3.1 “College” means Yogoda Satsanga Mahavidyalaya, Ranchi.
- 3.2 “Committee” means the Fee Waiver Committee constituted under Clause 9 of this Policy.



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- 3.3 "Academic Session" means the period notified by the College/University for a given year of study, typically comprising two semesters.
- 3.4 "Fee Concession" or "Fee Waiver" means partial or total exemption from payment of one or more Fee Components specified in Clause 6.
- 3.5 "Competent Authority" means the Principal, or an authority so designated by the Governing Body, for the purpose of according final approval under this Policy.
- 3.6 "Qualifying Examination" means the immediately preceding public/university examination on the basis of which merit is assessed.
- 3.7 "BPL" means Below Poverty Line, as certified by the competent revenue/administrative authority of the State Government.

4. OBJECTIVES

- To support academically and economically deserving students in pursuing higher education without financial hardship.
- To promote academic excellence, sports, cultural activities and social service among the student community.
- To extend institutional support to students affiliated with the Yogoda Satsanga Society of India and allied educational institutions.
- To provide compassionate relief to students facing extreme personal or family hardship.
- To ensure transparency, fairness, accountability, and verifiability in the grant of fee concessions.
- To extend appropriate institutional support and fee concession benefits to the wards/children of teaching and non-teaching staff and employees of the College, in recognition of their service and contribution to the institution.

6. QUANTUM OF MAXIMUM FEE CONCESSION

Fee concession shall be granted in one of five graded levels, as follows. Only one level — the highest for which a student qualifies — shall be applicable; concessions across levels shall not be cumulative.

Level	Description
Level V	60% of total fees
Level IV	50% of total fees
Level III	40% of total fees
Level II	30% of total fees
Level I	20% of total fees

Note: Where a student is eligible under more than one category leading to different levels, only the category carrying the highest admissible benefit shall be applied, subject to the Priority Order at Clause 13.



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7. ELIGIBILITY CATEGORIES AND MATRIX

Eligibility for each level, under each category, shall be determined strictly in accordance with the following matrix. Documentary proof corresponding to each criterion is mandatory and shall be verified by the Committee before recommendation.

SL No.	Category	Level V (60%)	Level IV (50%)	Level III (40%)	Level II (30%)	Level I (20%)
1	Academic Merit	University Topper	≥ 85%	80% – 84.99%	75% – 79.99%	70% – 74.99%
2	Sports / Cultural / Fine Arts / NCC / NSS	International	National	State	District	University
3	Economic Assistance	—	—	—	—	BPL Card Holder
4	YSEI Fraternity	—	—	Teacher / Staff Ward (Son / Daughter)	Pass out of our Intermediate Mahavidyalaya	Inter / Degree Alumni's Ward (one member only)
5	Extreme Compassionate Ground	—	Earning Parent Deceased in Last 6 Months	Orphan / Students with Disabilities	—	—
6	HEC (Heavy Engineering Corporation Ltd) Ward	—	—	—	—	Son / Daughter of HEC Employee

8. GENERAL CONDITIONS GOVERNING ELIGIBILITY

- 8.1 A student who is in receipt of any scholarship or financial assistance from any Government or private organisation/institution shall not be eligible to apply for, or receive, fee concession under this Policy. Fee concession shall be granted only once in an Academic Session and shall not be combined with any other institutional fee concession, Government scholarship/concession, or private scholarship/financial assistance.
- 8.2 A student may apply under multiple categories simultaneously; however, only the highest admissible concession shall be granted, subject to the Priority Order at Clause 13.
- 8.3 Income-based concessions shall require valid documentary evidence prescribed by the College, issued by a competent revenue or administrative authority.
- 8.4 Merit-based concessions shall be awarded strictly on the basis of marks obtained in the Qualifying Examination, as reflected in the original mark-sheet.



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- 8.5 Concessions under the Sports / Cultural / NCC / NSS category shall be supported by certificates issued by the competent authority (e.g., AIU, State Sports Council, NCC/NSS Directorate, as applicable) and shall be subject to verification.
- 8.6 The applicant must maintain a minimum attendance of 75% in the previous semester/Academic Session, and must maintain 75% attendance in the current ongoing semester/session. In exceptional and documented cases, the Committee may recommend relaxation, strictly in accordance with the University's attendance regulations.
- 8.7 The applicant must have a clean disciplinary record. Students against whom disciplinary proceedings are pending, or who have been found guilty of misconduct, ragging, examination malpractice, or any act prejudicial to the discipline and reputation of the College, shall ordinarily not be eligible for fee concession.
- 8.8 The applicant shall obtain the recommendation of the concerned Head of the Department, based on written feedback from faculty members certifying that the student's academic attitude, classroom conduct, discipline and overall behaviour are satisfactory. Any adverse remark shall be placed before the Committee for appropriate consideration.
- 8.9 All applications shall be scrutinised by the Committee, which shall verify all documents and forward its recommendations to the Principal. The decision of the Principal/Management on any application shall be final and binding.
- 8.10 The College reserves the right to verify, at any stage, any information or document furnished by an applicant, including through independent enquiry with the issuing authority.
- 8.11 This Policy, or any concession granted under it, does not constitute a vested right and remains subject to the College's continuing financial position and administrative requirements, and to Clause 18 below.

9. CONSTITUTION AND FUNCTIONS OF THE FEE WAIVER COMMITTEE

The Principal shall constitute a Fee Waiver Committee, comprising the following members, to administer this Policy:

1. **Principal** – Chairperson
2. **Convenor, Fee Waiver Committee** – Member Secretary
3. **Head, Student Grievance Cell** – Member
4. **Bursar / Accounts Officer** – Member
5. **Head of the Concerned Department** – Member (case-specific)
6. **Two Senior Faculty Members** – Member
7. **Coordinator, IT Cell** – Member

The Committee shall be responsible for:

1. Issuing timely notifications regarding the application process, eligibility criteria, required documents, and important dates.



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2. Ensuring the timely scrutiny, verification, and processing of applications received through the Student Portal.
3. The Committee shall meet **at least four times in each Academic Session** to review applications and ensure timely disposal of cases.
4. Scrutiny and physical verification of applications and supporting documents.
5. Resolution of borderline, exceptional, or disputed cases.
6. Preparation and forwarding of the duly verified and recommended consolidated list to the Principal for final approval.
7. Maintaining proper minutes, records, and documentation of all Committee proceedings and decisions.

10. PROCEDURE FOR APPLICATION AND REQUIRED DOCUMENTS

11.1 Applications shall be submitted online through the designated Student Portal, within the timeline notified by the College for each Academic Session.

11.2 The following documents shall ordinarily be required, as applicable to the category claimed:

- Duly filled online application form, generated and downloaded from the Student Portal.
- Self-attested copy of mark-sheet of the Qualifying Examination (for Merit-based claims).
- Income Certificate / BPL Card issued by the competent revenue authority (for Economic Assistance claims).
- Certificate(s) of achievement issued by the competent sporting/cultural/NCC/NSS authority (for that category).
- Proof of Yogoda Satsanga Society (YSS) Lesson Membership / Kriyaban status, where claimed.
- Proof of relationship and employment/alumni status, for claims under the Institutional (YSEI) Fraternity category.
- Death certificate, medical/disability certificate, or other documentary proof, for claims under Extreme Compassionate Grounds.
- Attendance and conduct certificate from the concerned Head of Department.
- Any other document specifically called for by the Committee for verification of a claim.

11.3 Original documents shall be produced for physical verification before the Committee as and when required; failure to produce originals on demand shall render the application liable to rejection.

12. APPLICATION AND APPROVAL WORKFLOW

Step 1: Student submits application through the designated Online Student Portal, along with self-attested copies of all prescribed supporting documents.

Step 2: Level 1 Verification is carried out by the Fee Waiver Committee for eligibility.

Step 3: Level 2 Physical Verification of original documents is conducted by the Fee Waiver Committee.



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Step 4: The IT Cell compiles the Final Consolidated List of eligible applicants, category-wise as per the approved list from Fee Waiver Committee.

Step 5: The Fee Waiver Committee accords Final Approval to the consolidated list through a signed file/office note.

Step 6: The Principal accords final institutional approval.

Step 7: The IT Cell updates the approved concessions on the Student Portal.

12. PRIORITY ORDER IN CASES OF MULTIPLE ELIGIBILITY

Where a student qualifies under more than one category, the applicable concession shall be determined in the following order of priority (highest first):

13.1 Extreme Compassionate Grounds

13.2 Economic Assistance

13.3 Academic Merit

13.4 Sports / Cultural / NCC / NSS

13.5 Institutional (YSEI) Fraternity

13. APPEAL MECHANISM

14.1 A student aggrieved by the rejection, or partial grant, of a fee concession application may submit a written appeal to the Principal within seven (7) working days of communication of the decision.

14.2 The appeal shall be examined by the Committee, which may call for additional documents or clarification, and shall submit its recommendation to the Principal within fifteen (15) working days of receipt of the appeal.

14.3 The decision of the Principal on an appeal shall be final and shall not be subject to further appeal within the College.

14. GRIEVANCE REDRESSAL

Any grievance relating to the implementation of this Policy, other than an appeal against a specific decision under Clause 14, may be submitted in writing to the Head, Student Grievance Cell, who shall examine the matter in accordance with the College's Student Grievance Redressal mechanism and submit a report to the Principal within a reasonable time.

15. MISREPRESENTATION, MALPRACTICE AND PENAL ACTION

16.1 Submission of false information, forged documents, or suppression of material facts by an applicant shall render the applicant liable to: (a) immediate cancellation of the concession granted; (b) recovery of the full amount of fees waived, with such interest/penalty as the College may determine; and (c) disciplinary action, up to and including rustication from the rolls of the College.



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16.2 Any member of staff found to have facilitated, certified, or connived in a false claim shall be liable to disciplinary action under the applicable service rules of the College.

16. CONFIDENTIALITY AND DATA PROTECTION

All personal, financial and academic information furnished by an applicant in connection with this Policy shall be treated as confidential and shall be used solely for the purpose of processing the concession application. Such information shall be accessible only to members of the Committee, the Accounts Office, and such other officials as are directly concerned with its processing, and shall not be disclosed to any third party except as required by law or by a competent statutory authority.

17. RIGHT TO AMEND, SUSPEND OR WITHDRAW

The Mahavidyalaya reserves the right to amend, modify, suspend, or withdraw this Policy, wholly or in part, at any time, having regard to the financial position and administrative requirements of the College. Any such amendment shall be notified through the Office of the Principal and shall take effect prospectively, unless otherwise specified.

18. SEVERABILITY

If any provision of this Policy is held to be invalid, illegal, or unenforceable under any applicable law or University/UGC regulation, such provision shall be severed from the rest of this Policy, and the remaining provisions shall continue in full force and effect.

19. INTERPRETATION

In the event of any ambiguity or dispute regarding the interpretation of any provision of this Policy, the matter shall be referred to the Principal, whose decision, in consultation with the Governing Body where necessary, shall be final.

20. EFFECTIVE DATE AND VALIDITY

This Policy shall take effect from the Academic Session 2026–27 and shall remain valid until superseded, amended, or withdrawn in accordance with Clause 18.

21. APPROVAL

This Policy has been examined and is recommended for adoption by the undersigned.



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Convenor, Fee Waiver Committee

Date:


13/10/26

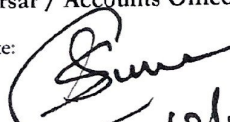
Coordinator, IQAC

Date:


13/10/26

Bursar / Accounts Officer

Date:


13/10/26

Principal, YSM, Ranchi (Chairperson)

Date:


13/10/26