

## **FAQ FOR FEES & DUES ISSUES**

### **1. From where I can get the details of fees to be paid by me?**

**Answer:** Approved fee structure is available at your Pingala web page and DOSA website under the head "**News and Events**" "**For New Students**".

### **2. I had applied for Bank Loan, how I can get the fee structure for the whole course?**

**Answer:** Tentative fee certificate for new batch of B.Tech/BS/MSc is available in DoSA website under the head "**News and Events**" "**For New Students**". However, if you required semester wise fee details, please write to [dosarecep@iitk.ac.in](mailto:dosarecep@iitk.ac.in).

### **3. What kind of fee remissions are allowed ?**

#### **For the Students of BS/BT**

**Answer :** The fees waiver are given to the following category of students :-

**MEB** - The students belonging to the Most Economically Backward families (Annual family income is less than ₹1 lakh) are given 100% waiver on the tuition fees after producing the proper income proof.

**OEB** – The students belonging to the Other economically backward families (Annual family income is between ₹1 lakh to ₹5 lakhs) are charged 1/3rd of the regular tuition fee after producing the proper income certificate.

**SC/ST/PWD.** The students belonging to the SC/ST/PWD category are fully exempted from their tuition fees based on their category certificate.

#### **For the students of M.Sc. (2 years) / Ph.D / MSR / MBA / M.Des. / DIIT.**

No Fees waiver are allowed on the basis of Annual Family Income. The students belonging to the SC/ST/PWD category are fully exempted from their tuition fees on the basis of their category certificate.

### **4. (a) What is the Valid income Proof for fee remission/waiver for BS/BT students?**

**Answer:** In general, for Income proof, the copy of the complete Income Tax Return (ITR) of the family (Self, Father, Mother and Unmarried Siblings), duly downloaded from the Income Tax Website, is to be uploaded as a Family income document.

Copy of the Income Tax Return along with Tuition Fee Waiver Affidavit in Rs. 20/- Stamp paper duly signed by First Class Magistrate/Public Notary, as per the format available in DoSA website under the following link should be uploaded in Pingala website.

<https://iitk.ac.in/dosa/data/Income-Affidavit-for-Availing-Tuition-Fee-waiver-15-02-23.pdf>

**The Tuition Fee Waiver affidavit should be submitted in Original in DOSA office in every First (Odd) semester, in case it's not submitted in Odd semester, the fee waiver will not be given in Even Semester till the new affidavit is submitted.**

#### **4. (b) Whether the EWS certificate can be considered valid documents for fee remission for BS/BT Students ?**

**Answer:** No. The person having EWS certificate, shall not be considered for waiver in fees based on EWS Certificate. The family Income of the student should be as per the above and valid income proof should be as per para 4 (a).

#### **4. (c) If, a student fail to submit valid income proof at the time of registration ?**

**Answer:** In case the student fails to produce/submit valid document as per Para 4(a), he/she shall deposit the full fees at the time of registration and later, the excess fees may be claimed on submission of valid income Certificate to DoSA office.

#### **4. (d) What to do if name (Father's/Mother's) mismatch between Institute records (JEE data) and provided income certificate?**

**Answer:** In case of any mismatch of names in the income certificates submitted by students, proper procedure for error rectification i.e.

(a) Request Letter by students

(b) Publication of both the names (correct & incorrect) in State/Central Gazette, and

(c) Published in News Papers etc. must be submitted by students for re-consideration of their income certificates.

#### **5. On what grounds, I can get the refund of excess fee amounts?**

**Answer:** By any means, if you deposit excess fees, the same shall be refunded to you on submission of valid proof and should be claimed within a period of one year from the day of payment through Pingala Portal.

#### **6. What is the procedure to apply for refund of excess fee?**

**Answer:** You must apply in Pingala Portal in Excess Fee Refund Module.

#### **7. I have paid my all fees but the Pingala Automation is still showing me as "Not Registered"?**

**Answer:** There may be the following reasons:

a) May also be seen by scrolling of Pingala Portal or

b) In case of online payment, it takes 2 working days for reconciliation.

c) In case of payment done by **RTGS(For Education Loan Only)**, you have to approach us with UTR no. and your details for issuing the fee receipt and also write email to [receipts@iitk.ac.in](mailto:receipts@iitk.ac.in), [brsac1@iitk.ac.in](mailto:brsac1@iitk.ac.in) and [dosaregd@iitk.ac.in](mailto:dosaregd@iitk.ac.in).

d) Any dues pending (Hostel, NCC, Library, PES, SBF etc.).

e) Bio-metric attendance pending.

f) Hall dues are paid but not cleared by Hall Team. Contact Hall Office.

#### **8. As a newly joined student if I pay the full fees and entitle for the Fee Waiver, how this waiver / Refund I can claim?**

**Answer:** You must pay the full fees as per the offer letter issued by Department.

1. After allotment of your roll no., you must upload your income certificate in Pingala portal.

2. After getting the approval from DoSA admin, you should submit excess fee refund form along with the payment slip and other formalities by Pingala Portal.

3. The refund should be sent through Account section in your registered Account or TSA account.

### 9. Who is eligible for fee refund?

**Answer:** Following students are eligible for fee refund:

- a) Paid fee twice.
- b) Paid excess fee due to non-availability of Income certificate at the time of Fee payment.
- c) Late Day Scholar approval.
- d) Any state scholarship under which the fees is paid directly to our account, after submission of proper proof.
- e) By any other reason, excess fees charged (case to case basis).

### 10. If a student has taken an education loan from any of the Nationalized Banks, then what is the procedure for clearance of fees in the Pingala portal?

**Answer:** The concerned Bank transfers the payment to our SBI account through Bank Transfer/ NEFT/ RTGS (**For Education Loan Only**) as per the details mentioned below:

**Name of Account Holder/ Favouring : REGISTRAR, IIT KANPUR Account No. : 10426002137**

**Bank & Branch Name : STATE BANK OF INDIA, IIT KANPUR BRANCH IFSC Code : SBIN0001161**

\* Collect the advise note from the concerned Bank, confirming the transfer done by them and send the same to [receipts@iitk.ac.in](mailto:receipts@iitk.ac.in), [brsac1@iitk.ac.in](mailto:brsac1@iitk.ac.in) and [dosaregd@iitk.ac.in](mailto:dosaregd@iitk.ac.in).

\* In case the bank asks for the tentative fees details for the complete program or for a semester, please write to [dosaregd@iitk.ac.in](mailto:dosaregd@iitk.ac.in).

### 11. To whom I can contact regarding Fee related issues during registration & refund of fee matters?

**Answer:**

You may contact the following:

S.No	Description	Name	Email ID	Contact No
1	Registration	Mayuk Das	<a href="mailto:dosahelp@iitk.ac.in">dosahelp@iitk.ac.in</a>	0512-679-6924
2	Excess Fee Refund, Parental Income Declaration and Tuition Fee waiver	Sahil Singh Rathour	<a href="mailto:dosaregd@iitk.ac.in">dosaregd@iitk.ac.in</a> <a href="mailto:sdr@iitk.ac.in">sdr@iitk.ac.in</a>	0512-679-6924