TRIPURA UNIVERSITY
(A Central University)
SURYAMANINAGAR – 799022

Ref. F.TU/SOP-SWF/2026 *Date: 02.11.2026*

NOTIFICATION

This is for information of all concerned that, the Standard Operating Procedure (SOP) for operation of Students Welfare Fees has been approved by the authority. The SOP for Regulations of Financial Assistance to the deserving eligible students under Student Welfare Fees (SWF) has been given below:

SOP for Regulations of Financial Assistance to the deserving eligible students under Student Welfare Fees (SWF)

a) Preamble:

i) The guidelines shall be called the "Regulations of Financial Assistance to the deserving eligible candidates under Student Welfare Fees (SWF) at Tripura University".

ii) The guidelines shall be applicable for regulating financial assistance to deserving eligible students of different academic departments and centres at the Tripura University.

iii) The financial assistance under the SWF shall be available only towards the exemption of the Semester Fees and/ or Mess Charges of Hostel Fees to the extent specified hereunder in the succeeding paragraphs and not to any other constituent of the fee structure.

iv) Any Additions/ deletions/ amendments to these guidelines shall take the effect from the dates such additions/ deletions/ amendments are approved by the competent authorities unless otherwise specified.

b) Structure of the Fund:

The SWF is aimed to provide the welfare of students of Tripura University including financial assistance/ support to student's fees received from this source on need basis. The SWF is generated from multiple sources, including the students' contribution as a component of their fee structure, special allocation/s from the University, contribution from the alumni and income generated by the Dean Students Welfare from its student-centric activities.

c) Objective of the Fund:

The fundamental objective of the SWF is to predominantly provide financial assistance to the needy and deserving students to help them pursue their studies. More specifically, the fund is being utilized to provide waiving off of Tuition Fees and Laboratory Fees and/ or Hostel (Mess) Fee to those students who cannot pay the same due to extreme poverty and other financial constraints. This fund is not available to provide any financial assistance/ support to other types of students.

d) Benefits:

The Benefits to be provided under this scheme shall be applicable in the form of-

i) Waiver in Tuition Fees and Laboratory Fees and

ii) Hostel (Mess) Fees

e) Eligibility Criteria:

The Eligibility criteria for availing the SWF may be fixed as follows:

i) Antodaya & BPL; Students belonging to Antodaya & BPL families as per family Ration Card shall be considered under this category. 50% of Tuition Fees and Laboratory Fees & 50% of Hostel (Mess) Fee for a maximum of 10% of Students would be waived off.

ii) Financial Assistance; Students would be provided financial assistance on Hostel (Mess) Fees as and when necessary, on case to case basis.

iii) Non Professional Courses would be given priority/ preference.

f) Conditions regulating the Assistance:

The financial assistance shall be provided to the deserving students subject to completing the following conditions:

i) The students desirous to avail of financial assistance under this scheme shall have to apply formally to the Dean, Students Welfare duly recommended by the concerned Head of the Department. A Xerox copy of the University Identity Card must be appended to the application.

ii) A student shall have to produce Antodaya/ BPL ration card as a proof of his/ her overall family income.

iii) The student shall have to submit a duly sworn declaration stating therein that he/ she has not applied for or received any financial assistance/ scholarship under any scheme of the Central Government/ State Government/ UT Government/ Insurance Company/ NGO or is not in receipt of any other scholarship given under SC/ ST/ OBC/ EWS/ Minority scheme or any other category by any institution during the relevant academic year.

iv) The beneficiary student shall be needed to possess the attendance as required under the relevant ordinance for receiving the financial assistance.

g) Special Dispensation:

The Vice-Chancellor shall authorise financial assistance to any student under exceptional circumstances, provided the student faces grave financial hardships or needs medical assistance etc. Moreover, the Vice-Chancellor can also relax or waive any of the above mentioned conditions to grant such a financial assistance as and when necessary, under the SWF on recommendation of the DSW/ Committee constituted for the purpose.

h) Selection Process:

i) The financial assistance under SWF shall be only for the duration of the programme. It shall be provided separately in each semester for which a student has to apply afresh against the latest notification of the University for the purpose, and the student has to complete all the requisite formalities afresh in each semester.

ii) The applications received and found complete in all respects shall be scrutinised/ examined by a committee comprising of following members:
   (a) Dean Students Welfare as Chairman.
   (b) Heads/ Coordinators of concerned department as Member.
   (c) Registrar or Nominee of the Registrar as Member.
   (d) Finance Officer or Nominee of the Finance Officer as Member.
   (e) All Hostel Wardens as Member.
   (f) AR (Academic)/ DR (Academic) as Convenor.

iii) Applications received and found incomplete by the Committee in any respect shall be summarily rejected. The decision of the Committee shall be final, and no communication to review such applications shall be entertained.

iv) The Committee shall examine each case individually and, based on the eligibility, merit, and other requisite criteria and formalities, would recommend to the Vice-Chancellor a list of students for financial assistance under SWF.

v) On approval of the recommendations of the Committee, the financial assistance under SWF shall be credited to the respective bank accounts of the student(s) after obtaining proper receipts from them in due time.

vi) In the selection process, the weightages shall be given as under:
   (a) Low Income Antodaya/ BPL - 70%
   (b) Merit cum Means and/ or Attendance - 30%

i) <u>Withdrawal of Benefit:</u>

- Regular performance need to be assessed for two (02) semesters consecutively. The SWF may be withdrawn if the student passes/ promoted to the next semester with two or more back papers.
- The financial assistance under SWF provided to students shall also be withdrawn if the grantee is found guilty in any of the following:
   i) Indiscipline or misconduct in University campus and/ or in Hostel
   ii) Ragging
   iii) Sexual harassment
   iv) Misstatement of the facts in support of their claim.
   v) Involvement in any criminal act.
   vi) Attendance falls short of the prescribed limit.
   vii) Any other reason as deemed fit by the Competent Authority.

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This is further informed that, all kinds of Fees are waived for PwBD students of Tripura University having 40% or more disability on submission of certificate of disability of appropriate authority and is already in practice.

Furthermore, Student Support Database w.r.t. PwBD students are to be maintained by Academic Section in liasoning with DSW to reconcile.

(Prof. Samir K. Shil)
Registrar (i/c)

Copy forwarded for information to: -

1. All Members of the committee for preparation of SOP for operations of SWF.
2. Dean Students Welfare for information.
3. All Heads/ Coordinators for information.
4. Finance Officer for information.
5. AR (Academic)/ DR (Academic) for information.
6. All Hostel Wardens for information.
7. PA to the Registrar for information of the Registrar.

2/11/16

(Prof. Samir K. Shil)
Registrar (i/c)

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Ref. F.TU/SOP-SWF/2026 *Date: 07.10.2026*

MINUTES

Minutes of the meetings of the committee constituted for preparation of SOP for operation of Students Welfare Fund held on 19.03.2026, 05.06.2026 and 21.09.2026 in the Lounge of Registrar's Branch, and Office Chamber of Dean Faculty of Social Sciences, TU respectively.

Members present on 19.03.2026:

Sl	Name	Designation
1.	Prof. Sukhendu Debbarma, Dean Faculty of SS & Faculty of M&FA, T.U.	- Chairman
2.	Prof. Samir Kumar Sil, Registrar, T.U.	- Member
3.	Mr. Debasish Pal, Finance Officer, T.U.	- Member
4.	Prof. Somdev Banik, Dean SW, T.U.	- Member
5.	Dr. Abhijit Choudhury, Asstt. Registrar, T.U.	- Convenor

Members present on 05.06.2026:

Sl	Name	Designation
1.	Prof. Sukhendu Debbarma, Dean Faculty of SS & Faculty of M&FA, T.U.	- Chairman
2.	Prof. Samir Kumar Sil, Registrar, T.U.	- Member
3.	Mr. Debasish Pal, Finance Officer, T.U.	- Member
4.	Dr. Abhijit Choudhury, Asstt. Registrar, T.U.	- Convenor

Members present on 21.09.2026:

Sl	Name	Designation
1.	Prof. Sukhendu Debbarma, Dean Faculty of SS & Faculty of M&FA, T.U.	- Chairman
2.	Prof. Samir Kumar Sil, Registrar, T.U.	- Member
3.	Mr. Debasish Pal, Finance Officer, T.U.	- Member
4.	Prof. Partha Sarathi Gupta, Dean SW, T.U.	- Member
5.	Dr. Abhijit Choudhury, Asstt. Registrar, T.U.	- Convenor

At the outset the Chairman of the welcomed all the members and after complete deliberations the following resolutions have been taken:

1) The nomenclature of "Students Welfare Fund" may be changed to "Student Welfare Fees (SWF)" and may be reported to next Finance Committee.
2) All kinds of Fees are waived for PwBD students of Tripura University having 40% or more disability on submission of certificate of disability of appropriate authority. This is already in practice.
3) SOP for Regulations of Financial Assistance to the deserving eligible students under Student Welfare Fees (SWF) at Tripura University as follows:

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  - v) Involvement in any criminal act.
  - vi) Attendance falls short of the prescribed limit.
  - vii) Any other reason as deemed fit by the Competent Authority.

4) Miscellaneous:

Student Support Database w.r.t. PwBD students to be maintained by Academic Section in liasoning with DSW to reconcile.

The meeting ended with thanks to the chair.

07/10/2026

(Prof. Sukhendu Debbarma)
Dean Faculty of SS &
Faculty of M&FA, T.U. &
Chairman

07/10/26

(Dr. Abhijit Choudhury)
Asstt. Registrar (Exam) &
Convenor