GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM
KAHILIPARA ***** GUWAHATI-19.

No. PC/HE/Plan-24/2012/206

Dated Kahilipara the 26th August /2019.

From :   Smti. G. Phukan, ACS
           Director of Higher Education, Assam
           Kahilipara, Guwahati-19.

To,   1. The Registrar,
              Gauhati University, Guwahati/ Dibrugarh University, Dibrugarh/ Bodoland University, Kokrajhar/ Cotton University, Guwahati/ Kumar Bhaskar Varma Sanskrit & Ancient Studies University, Nalbari/ Bhattadev University, Bajali./Madhabdev University, Narayanpur/ Kabi Guru Rabindra Nath Tagore University, Hojai.
           2. The Principal (all),
              Govt. and Provincialised Colleges of Assam.

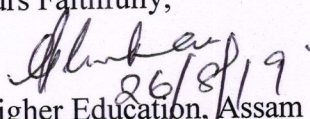Sub: Regarding uploading of fee waiver datas in web portal.

Sir,

         With reference to the subject cited above, I would like to state that the web portal for uploading the fee waiver datas in respect of Universities and Colleges for the academic session 2019-20 has been developed through AMTRON like previous year. The Universities and Colleges authorities must have to follow the following steps for uploading fee waiver datas to minimise the data error.

1. Updating of University/College category and submit the document proof.
2. DHE will verify and approved the College category.
3. Institute will prepare and upload the all students Master Data.
4. Institute will prepare and upload the BPL students Master Data.
5. Entry of Fee Master Data(applicable only for Universities).
6. Uploading of Undertaking (that must be signed with official seal of concerned authority of the institution)
7. The final step is "Compile Data" to complete the Fee Waiver Process. (the Compile Data option is available in the Fee Waiver Application in the "Admission Process" Menu).

         Please contact for any clarification at email via prasanta.lahkar@amtron.in

                                             Yours Faithfully,

                                             26/8/19
                                             Director of Higher Education, Assam
                                             Kahilipara, Guwahati-19.
                                             Dated Kahilipara the 26th August /2019.

Memo No. PC/HE/Plan-24/2012/206-A
Copy to :-

1. Smti N. Laskar, Joint Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-6.
2. Sri Mukul Kalita, Manager, IT Division, AMTRON, Bamunimaidam, Guwahati-21.
3. Sri Prasanta Lahkar, Web Developer, AMTRON, Bamunimaidam, Guwahati-21.

                                             Director of Higher Education, Assam
                                             Kahilipara, Guwahati-19