



No. AcSIR/8/2(1)-2016

Dated: 15<sup>th</sup> July, 2016

**OFFICE ORDER**

**Subject: Modification on process of tuition fee collection**

The Finance Committee at its 10<sup>th</sup> meeting held on 13<sup>th</sup> May 2016 has approved the modification in the process of tuition fee collection and strict implementation thereof.

1. From August 2016 session onwards, all the fees of AcSIR are to be mandatorily deposited by the students at the AcSIR account. Payment of tuition fees at any other location will not be considered by AcSIR
2. All tuition fees are to be collected on per-semester basis from August 1, 2016 in two instalments, payable in January and August each year
3. The last date for deposition of tuition fee for the January and August session would be 31<sup>st</sup> January and 31<sup>st</sup> August respectively
4. Late payment of tuition fee beyond the due dates may attract penalty which will be notified separately

The process of fee collection are detailed as below:

**I. For new students**

- (i) At the time of admission, the students will deposit monthly fee due for the first six months directly to the bank account of AcSIR at SBI, Tidel Park Branch, Chennai.
- (ii) Immediately after deposit of above fee, the student will open an account at any convenient branch of SBI. The student is required to obtain the Direct Debit Mandate Form from the Coordinator or downloaded from AcSIR website (<http://acsir.res.in/frequently-asked-questions/#spoiler4>; item D2) and submit the duly filled form with the signature attested by his/her banker and submit the mandate form along with a cancelled blank cheque and a copy of the first page of the bank passbook, to the Coordinator.
- (iii) Coordinator on receipt of the mandates, scan it and send a copy of the mandate to Sr. Manager, AcSIR ([arpita.acsir@acsir.res.in](mailto:arpita.acsir@acsir.res.in)) while forwarding the original directly to AO, AcSIR, HQ for activation of the mandate with SBI at the following address:

The Accounts Officer,  
Academy of Scientific and Innovative Research (AcSIR)  
Training and Development Complex  
CSIR Campus, CSIR Road, Taramani, Chennai – 600 113  
Ph: +91-44-22545679, 22545681  
Email: [fao@acsir.res.in](mailto:fao@acsir.res.in)

- (iv) Sr. Manager will arrange for allotment of Enrolment Number and communicate the same to Coordinator, Student as well as to AO, AcSIR.

- (v) AO, AcSIR will activate the mandate and communicate the activation to Sr. Manager and the Coordinator.
- (vi) In case Lab wants to pay the students fee by debiting their contingent grant, students will initially pay their fees following DDMS system from their own account and may recoup subsequently from their labs through the Lab Coordinator against the receipt issued by AcSIR.
- (vii) As regard payment of one time Admission Fee and Caution money, as and when implemented, the Admission Fee will have to be deposited directly at the AcSIR account with the payment of the first semester. The Caution Money will have to be deposited to the bank account of the concerned Laboratory. Students may claim refund of Caution money from the Labs after the completion of the program or premature discontinuation of program etc., as the case may be.

## **II. For existing students**

- (i) All the existing students are to re-submit the specific Form for Direct Debit Mandate System (DDMS) afresh with the indication of the total amount of six monthly fees.
- (ii) The original filled in DDMS Form, duly authenticated by Lab Coordinator will be sent to the Accounts Officer, AcSIR through Speed Post and the scan copies of the form to AO, AcSIR, Lab Coordinator, and Sr. Manager, AcSIR for action at their end.

## **III. Refund of Fee once paid**

In case the students, after paying the fees, withdraws from the course before the date of joining, the fee may be refunded to him after deducting Rs.1000/- and thereafter, fee once paid shall not be refunded under any circumstances.

## **IV. No Due Certificate**

All students will have to mandatorily obtain a No Dues Certificate from AcSIR before appearing in the comprehensive examination and Open Colloquium (DAC-IV), without that, further processing for issuance of registration letter and submission of synopsis will be withheld.

## **V. Thesis Fee**

The students have to submit the Thesis Submission Fee before submission of synopsis and provide evidence to A.O, AcSIR and Sr. Manager, AcSIR for further processing of the synopsis.

## **VI. AcSIR Bank Account details for direct transfer of Tuition Fees:**

AcSIR Bank a/c No.:	32594652804
Branch Code No.:	04285
Branch Name:	Tidel Park
MICR code:	600002105
IFSC code:	SBIN0004285



For direct payments to AcSIR, proof of payment to be e-mailed to [fao@acsir.res.in](mailto:fao@acsir.res.in) for issue of receipts.

The above is being issued on recommendation of the Finance Committee and with the approval of the Acting Director, AcSIR.

  
Senior Manager, AcSIR

Copy to:  
Acting Director, AcSIR  
Associate Director (Admin and Fin.), AcSIR  
AcSIR Coordinators at CSIR Labs for circulation among students  
All Deans of AcSIR  
All Associate Deans of AcSIR  
Accounts Officer  
Office Copy



No. AcSIR/8/2(1)-2016

Dated: 15<sup>th</sup> July, 2016

**OFFICE ORDER**

**Subject: Necessary steps to regularize payment of tuition fees**

The Finance Committee at its 10<sup>th</sup> meeting held on 13<sup>th</sup> May 2016 has directed that all the due tuition fee from students must be accounted for at AcSIR prior to issuance of the degree certificates by the Academy. Therefore, proof of tuition fee payment has been made mandatory at different stages of students' academic program:

(a) Prior to approval of Comprehensive Exam: without the tuition fee clearance Registration letter for PhD will not be issued by AcSIR.

(b) Before Open Colloquium (DAC IV) leading to submission of PhD Thesis: the processing of the PhD Thesis for examination will not proceed without clearance of Tuition & Thesis submission fee.

(c) Provisional and Formal Degree Certificate will be issued only after a clearance of Tuition Fee is ensured by AcSIR

All tuition Fees are to be directly paid by the students to the AcSIR account and NOT to the concerned CSIR Lab to avoid any such delays in the process. The details of AcSIR Account is:

AcSIR Bank a/c No.:	32594652804
Branch Code No.:	04285
Branch Name:	Tidel Park
MICR code:	600002105
IFSC code:	SBIN0004285

The above is being issued on recommendation of the Finance Committee and with the approval of the Acting Director.

  
Senior Manager, AcSIR

Acting Director, AcSIR  
Associate Director (Admin and Fin.), AcSIR  
AcSIR Coordinators at CSIR Labs for circulation among students  
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