

WELCOME TO DIPLOMA PROGRAMME IN ENGINEERING

Welcome to TOMS College of Engineering, a premier institution committed to providing an exceptional educational journey. As you embark on your path towards a Diploma, it's essential to familiarize yourself with the Fee Structure Policy for Diploma Programs given below. It provides you a comprehensive guide designed to ensure transparency and fairness in our financial dealings.

This policy encompasses all aspects of fees applicable to our Diploma Programs and is tailored to meet the needs of our diverse student activities. Whether you're a local resident or come from afar, requiring hostel accommodation, this document outlines the financial obligations you need to meet to enjoy a seamless educational experience at our fully residential Institution.

By choosing TOMS College, you're not just selecting an academic path; you're embracing a community that values integrity, inclusivity, and excellence. Our Fee Structure Policy is part of our commitment to ensure that you are well-informed about all aspects of your education, including the financial investment it entails.

We encourage you to read through this policy carefully and reach out if you have any questions or need clarification on any points. Welcome to a world of opportunities at TOMS College of Engineering; together, we'll strive for excellence, innovation, and leadership in your chosen field.

Policy Document: Fee Structure for Diploma Programs 2024 -'25

1. Title and Applicability

- 1.1 *Title:* This document shall be known as the "Fee Structure Policy for Diploma Programs 2024-'25.
- 1.2 *Applicability:* This policy applies to those students admitted to Diploma Programs at TOMS College of Engineering, hereafter referred to as "the Institution") and to whom the scholarship is awarded.
- 1.3 Those Students to whom the scholarship is awarded and who are domiciled beyond 40 km, have to stay in the college Hostel.

2. Definitions

- 2.1 Admission Fee: All students upon admission to the Institution, have to pay Admission Fee.
- 2.2 Hostel Fee: Students staying in the Hostel have to pay Hostel fee.
- 2.3 Status Conversion: The conversion fee from Day scholar to Hosteller status and vice versa is Rs 10000/-. Those students who have not fully paid the tuition fee and availed time for payment from the college authorities, have to clear the dues of the current year, if the student opts for conversion from Hosteller to Day scholar status.

3. Fee Structure

- 3.1 *Semester Fee:* The last day for the payment of Semester Fee for odd semester is 15th June and even semester is 15th December.
- 3.2 Hostel Fee: Students who stay in hostel must pay the monthly Hostel fee before 5th of every month in advance. Any delay in payment shall carry a fine of Rs.50/- per day of default till second Saturday of every month. Thereafter the student can occupy the Hostel only after payment of all dues. It is made clear that if any student opts conversion, he has to pay full dues of current year as stated in 2.3 above.
- 3.3 E-grants Exemption: Hostel students under the E-grants scheme must also pay the Hostel fee as given above. They are exempt from Tuition Fee payment until the grant is credited to the account or for a maximum period of one year. Once the E- Grant is obtained they have to pay the Tuition Fee to the Institution without delay, lest it shall carry a fine of Rs. 50 per day after seven days of the crediting to the student's bank account. Conversion to day scholar status of E-grants' students require clearing all dues, including College Tuition Fee as in Clause 2.3.

DIPLOMA SEMESTER WISE FEE STRUCTURE 2024-25*	
Fee Component	Amount
Tuition Fee for GOVT, Seats	11,250/-
For management Seat	18,750/-
Special Fees	1250/-

*Uniform fee, examination fee, portal fee, PTA fund, placement training, add on course,etc. shall carry separate charges

DTE Permanent registration fees	1830/-
Caution Deposit(Refundable at the time of Issue of TC)	5000/-
Interest free Deposit(Refundable at the time of Issue of TC)	10,000/-

3.4 While students have the option to pay fees on a semester basis, it's important to understand that the official fee structure (approved by the Government) is established on an annual basis. Therefore, any student who decides to withdraw from the course midway is obligated to settle any outstanding fees of the year. The last day for the payment of Semester Fee provided by this Institution for odd semester is 15th June and even semester is 15th December.

4. Implementation and Compliance

4.1 *Implementation:* This policy is and is integral to the Institution's admission and registration procedures.

4.2 *Compliance:* Compliance is mandatory for all students.

5. Review and Amendments

5.1 *Review:* The Institution reserves the right to review this policy if it finds necessary.

5.2 *Amendments:* Amendment if any, will be communicated officially and take effect from the specified date.

6. Grievance and Dispute Resolution

6.1 *Grievance Procedure:* Students may submit grievances related to this policy to the principal, in writing.

6.2 *Resolution:* The grievance Redressal Cell will address the grievances.

7. Authority and Ratification

7.1 *Approval:* This policy has been approved by the governing body of TOMS College of Engineering.

7.2 Ratification Date: 1st March 2024

8. Publication and Accessibility

8.1 *Publication:* This policy shall be published on the Institution's official website and other relevant platforms.

8.2 *Accessibility:* Efforts shall be made to ensure that this policy is accessible to all students.