



ACADEMIC (UG) SECTION
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
KHARAGPUR – 721 302

No.IIT/ACD/(UG)/MCM Schol/2015-16
Date: 22nd April, 2015

NOTIFICATION for inviting applications for RENEWAL of Merit-cum-Means (MCM) Scholarship for the Session 2015-16.

Online Applications are invited in the prescribed forms for **RENEWAL of Merit-Cum-Means Scholarship/ Free Studentship** for the Academic Session 2015-16, from the students of 2nd Year onwards of B.Tech. (including Dual Degree upto 4th Year) B.Arch./5-Year Int. M.Sc. Course who were awarded MCM Scholarship /Free studentship in the preceding session 2014-15. Number of MCM Scholarship awardees shall be restricted to 25% of the students admitted in each year.

MERIT CRITERION : The students' academic performance in the two consecutive semesters of the preceding Session (2014-15) i.e. the GPA (Credit based weighted average) of preceding two semesters as updated after the Supplementary Examination which followed the Session, **must not be lower than 7.00** without any back log subject(s) and clearing all prescribed credit requirements during the session 2014-15. Students who have backlog in any subject(s) including EAA and could not clear during the same session i.e. in 2014-15, are **not eligible** for MCM Scholarship & Free studentship for 2015-16.

MEANS CRITERION : The Gross Annual Income of a student's parents/ guardian and his family from all sources in the preceding financial year of 2014-15 (from 1st April 2014 to 31st March, 2015) must not exceed Rs.4,50,000/- (Rupees Four Lakhs Fifty thousand only). While computing the Gross Annual Income of the family, the Income from all sources of both parents and income in student's name, if any, will also be taken into consideration for applying the Means Criterion for all the classes. In case of the parents who are in service (salaried class), the Gross Annual Income of the parent as shown in their IT Form16 for the corresponding financial year will be taken in to account to determine the Annual Income.

FREE STUDENTSHIP

ELIGIBILITY : Those students who satisfy the specified "Means Criterion" as stated above , but do not satisfy "Merit Criterion" , may be granted exemption from payment of Tuition Fee, subject to approval on merit of each case by the competent authority subject to clearing all prescribed credit requirement during the session 2014-15 and having no backlog subject(s) including EAA.

Contd...2

Eligible students are advised to fill the Online Scholarship Application Form given in the Institute ERP Site under the Menu Academic > Scholarship (MCM)> Application for MCM Scholarship as per instructions given there. After filling and submission the Online Scholarship Application in ERP, they have to take a print out (Hard copy) of the same and enclose all relevant documents in support of their Parental Annual Income Certificate for the year 2014-15 as per parents' occupational status (i.e. If Service then Salary Certificate, **Annex- II Form 'A'** with other relevant enclosures / if Business, Agriculture etc. then Affidavit, **Annex- III, Form-B** with other relevant enclosures / if Pensioner, then Pension Certificate **Annex-I V, Form C** with other relevant enclosures as applicable, as stated in **Annexure- I** ("List of Documents to be Submitted") as per guardians' occupational status.

All the above Annexures / Forms related to parental income certificates etc. can be download from Institute Website <Quick Links> For Students or from ERP Site as stated above. The Hard Copy of the online Application Form duly enclosing the all relevant documents / annexures as stated above, to be submitted to Academic(UG)Section on or before **14th August, 2015**. After submission their Online Application, students may also send the Hard Copy of Scholarship Application with all requisite documents as stated above by post to the Assistant Registrar (UGS) IIT Kharagpur, PO : Kharagpur Technology, Khargpur-721 302 Dist: Midnapore (W), WEST BENGAL. The Hard Copy of Application, must be signed by both student and his guardian otherwise it will be treated as cancelled.

Under no circumstances the hard copy of MCM Scholarship Application for RENEWAL for the year 2015-16 will be accepted beyond 14th August, 2015 .

N.B. :

- 1) Those students against whom disciplinary action have been taken or pending against them during the preceding year (i.e. in 2014-15) or they have been punished by the competent authority under examination malpractice or involved in violation of code of conduct in Institute/ Hall of Residence/Department /Gymkhana, are **not eligible for award of MCM scholarship & Free Studentship** for the year 2015-16.
- 2) 5th Year Students of M.Tech. Dual Degree (2010 Batch) cannot apply.

Assistant Registrar (UGS)

NOTICE BOARD

Copy to : 1) All HODs/HOCs/WARDENS, HALL OF RESIDENCE – **With the request to kindly bring it to the notice of the students concerned.**

2) Dean(UGS) (3) Dean (S/A) (4) Chairman, HMC (5) Chairman, ERP Cell (6) PIC, Instt. Informaion Cell (7) President, T.S.G. (8) Chairman, Central Library (9) All the Members of MCM Scholarship Committee (10) PSM, ACSSC (11) Sr. Supdt., Director's Office (12) Sr.Supdt., Registrar's Office 13) Vice-President , TSG 14) Circular File

LIST OF DOCUMENTS TO BE SUBMITTED

FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH MCM SCHOLARSHIP APPLICATION (RENEWAL)FOR 2015-16 for different Classes of Guardians' Occupation

1) For Salaried Class (Guardians' who are in Service either Govt. or Private)

- a) Salary Certificate for the Financial Year 2014-15 (from 01.04.14 to 31.03.15) in prescribed Form 'A' given in Annexure II duly sealed/stamped by the Salary Disbursing Officer.
- b) Attested Copy of IT Form 16 to be issued by employer for the year 2014-15 (Assessment Year 2015-16) : **submission of these two documents are mandatory.** Low income group of salaried class, who need not submit IT Form 16, they have to submit an attested copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TAHASILDER/ Chairman/ Executive Officer of Municipal Corporation etc. instead of IT Form16.

2) For Non-Salaried Class (Guardian's who are not in Service such as Businessmen, Legal/Medical Practitioners, Consultants, Private Tutors, Retired without Pension/Self-employed persons. etc).

- a) An Annual Income Affidavit for the financial year 2014-15 in a Non-Judicial Stamp for Rs.20/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form - "B" (Annexure-III).**
- b) Attested Copy of Income Certificate from local District Authorities like S.D.O./ B.D.O./M.R.O./TAHASILDER/ Chairman/Executive Officer of Municipal Corporation etc. in addition to Income Affidavit and other documents as stated above & below.

N.B. :SUBMISSION THESE TWO DOCUMENTS as stated in 2 (a & b) above, ARE **MANDATORY** FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED GUARDIANS.(such as Agriculture, Business class, self-employed, Legal/Medical Practitioners/Retired without Pension/Private Tutors/Contractors/Consultants etc.)

- c) Attested copies of ITR Form/IT Return as applicable (to be attested by a Govt. Officer), for the year 2014-15 (Assessment Year 2015-16) duly stamped/sealed from concerned Income Tax Office. Copy of Registration Certificate must be submitted in case of Medical Practitioner and Legal Practitioner.

Those who Retired without Pension, they have to submit Retirement/Termination/ Superannuating letter/documents/papers etc. along with Income Affidavit, Income & Non-employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Executive Officer of Municipal Corporation, Panchayet Officer etc , Income Tax documents , if applicable, as stated in item 2) a, b, & c above.

3) For Pensioners/Family Pensioners :

- a) Annual Pension Payment Certificate for the year 2014-15 in prescribed For 'C' given in Annexure IV to be issued by the Pension Disbursing Officer.
- b) An Income & Non-employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Chairman/ Executive Officer of Municipal Corporation etc. for the year 2014-15 also to be submitted in addition to other documents as stated in item 3) a & b above. **Submission these two documents as stated in 3 (a & b) above, are mandatory for the guardians who are either pensioner or family pensioner.**

- c) Copy of PPO, Superannuating/Retirement/Termination letter and attested copies of I.T. Documents, if any.

(such as ITR Form / IT Form16, IT return etc. for the current year, if applicable).

FORM – A

ANNUAL INCOME CERTIFICATE FOR THOSE GUARDIANS WHO ARE IN SERVICE (Govt or Pvt.)

PART – I : **Income from Salary (From Employer)**

1. Name and Address of the Employer :
2. Certified that _____ is employed in this organisation in the Post of _____, (Designation held by the employee) and that the break-up of his Gross Annual Income from Salary received in the financial year _____ is as follows :

<u>ITEM</u>	<u>TOTAL Amount for 12 months</u>
i) Basic Pay :	
ii) D/Pay :	
iii) DA/ADA/Relief :	
iv) H. R.A. :	
v) Special Pay & Honorarium, Bonus, Arrears, etc. ,if any :	
vi) Other Allowances, if any :	
	:-----
TOTAL = Rs.	

Employer's Signature :
Designation :

Date :

(Official Seal)

N.B. 1): All the entries as stated in Column 2 above must be supported by attested copy of IT Form 16 for the corresponding financial year of Annual Salary Certificate.

2) Guardians who need not submit IT Form 16 due to their Low annual Income (Govt. or Pvt. Service), they must have to submit the following additional documents along with Annual Salary Certificate as per Form 'A' – Annexure-II above :

(i) a certificate from Emploer/Salary disbursing officer sating that their annual income is Not Taxable and they need not produce IT Form 16 and

(ii) an Annual Income Certificate for 2014-15 from District Authority like S.D.O./B.D.O./Tahalsidar/Anchal Officer, Executive Officer of Municipal corporation/Gram Panchayet etc. as stated in Col.2 (b) of Annexure-I : Submission of these to documents as stated above in Col : 2 (i) & (ii), alongwith annual Salary Certificate in perescribed Form 'A' (Annexure-II), is **mandatory** for the guardians' having low salaries Income group ./ Private Job, who coluld not submit Income Tax documents.

PART – II : Income from other sources**DECLARATION BY THE FATHER /GUARDIAN OF THE STUDENT**

I declare that my/my family's Annual Income from other sources during the financial year _____ was as follows in addition to my Salary Income:

Income from :

- | | | |
|----|---|-------|
| a) | Landed Properties (Certificate from Tahsilder/Gram Panchayat) | : Rs. |
| b) | Agriculture | : Rs. |
| c) | Investment in Bank/Post Office/Unit Trust etc. | : Rs. |
| d) | Share Certificates/Debentures | : Rs. |
| e) | Other sources | : Rs. |

Total = _____
Rs.

Plus Total of Salary Income as stated in item No.2 of Part-I _____ Rs.
(Pl. see pre-page)

Gross Annual Income = Rs. _____

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Kharagpur, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/she has been granted any other Scholarship/Stipend /Fin. Assistance etc. by any Govt./Non-govt. organisation for the same period, I shall bound to refund the entire amount of Scholarship/ Free studentship/ Stipend/ Financial Assistance etc .to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/Free studentship amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect/ false later on.

Date : Signature of the Father /Guardian :
Full Name :
Address with Pin Code :
Phone No., if any :

FORM – BFORMAT OF INCOME AFFIDAVIT

(FOR USE OF THOSE GUARDIANS WHO ARE NOT IN EMPLOYMENT ANYWHERE AND DERIVES INCOME FROM SOURCES OTHER THAN SALARY/PENSION)

(To be submitted on Non-Judicial Stamp paper of Rs.20/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/Smt. _____ a resident of _____ solemnly
 declare that :

1. My son/daughter Shri/Miss _____ is currently studying at the Indian Institute of Technology, Kharagpur, in 4-year B.Tech.(Hons.) / 5-Year Dual Degree / 5-Year B.Arch.(H) / 5-Year M.Sc. / 2-Year M.Sc. Courses in the Branch of _____

2. He/She is an applicant for the award of Merit-cum-Means Scholarship / Free Studentship for the Academic Year _____.

3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year _____ i.e. during the period from 1st April, _____ to 31st March, _____ was as mentioned hereunder (Supported by document) :

(A) From my own profession as indicated :

- | | | |
|------|--|----------------|
| i) | Income from Business/Medical practice
Legal Practice/Engineering Consultancy etc. | Rs. _____ p.a. |
| ii) | Income from Agriculture | Rs. _____ p.a. |
| iii) | Income from Landed Properties | Rs. _____ p.a. |
| iv) | Income from Investment in Bank/Post Office etc. | Rs. _____ p.a. |
| v) | Income from Share Certificates/Debentures | Rs. _____ p.a. |
| vi) | Income from any other sources(i.e. Retirement
Benefits for VRS/VSS etc., if any | Rs. _____ p.a. |

(B) Income of my wife/spouse's (if any)

Rs. _____ p.a.

(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife's / spouse's occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Annexure – II "List of documents to be submitted"

(C) Income in the name of my son /ward (if any).

GROSS TOTAL INCOME (A+B+C) : Rs. _____ p.a.

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Kharagpur, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/she has been granted any other Scholarship/Stipend /Fin.Assistance etc. by any Govt./Non-govt. organisation for the same period, I shall bound to refund the whole amount of Scholarship/Freestudentship/Stipend/Financial Assistance etc .to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/Freestudentship amount (paid to my son/daughter by the Institute)in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

(Signature of Father/Guardian)

Sworn before me this _____ day of _____ 201_____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public

FORM – C

(FOR PENSIONER/FAMILY PENSIONER ONLY)

(INCOME /SALARY CERTIFICATE FOR THOSE GUARDIANS WHO ARE IN PENSION
(RETIRED FROM SERVICE OR THEIR WIVES ARE GETTING FAMILY PENSION

PART – I : Income from Pension / Family Pension

1. Name and address of the Ex-Employer :
with P.P.O. No.
2. Certified that _____ was employed in
this Organisation/superannuated from in the capacity of _____(post held by
the retired employee) and that the break-up of his/her Annual Income from Pension /Family Pension
received in the financial year _____ is as follows :

<u>ITEM</u>	<u>TOTAL Amount for 12 months</u>
i) Basic Pension/F. Pension	: Rs.
ii) Dearness Relief	: Rs.
iii) Other Allowances, Arrears, if any	: Rs. _____
Total	: Rs. _____

Signature of Ex-Employer/Pension
Disbursing Authority : _____

Designation : _____

Date :

(Official Stamp)

PART – II

Income from other sourcesDECLARATION BY THE GUARDIAN

I declare that my/my family's Annual Income from other sources during the Financial Year _____ was as follows in addition to my pension income :

Income from :

- | | | |
|----|---|-------------|
| a) | Landed Properties (Certificate from Tahsilder/Gram Panchayat) | : Rs. |
| b) | Agriculture | : Rs. |
| c) | Investment in Bank/Post Office/Unit Trust etc. | : Rs. |
| d) | Share Certificates/Debentures | : Rs. |
| e) | Other sources | : Rs. _____ |

Total = Rs.

Plus Total of Pension Income as stated in item No.2) (i to v) of Part-I Rs.
(Pl. see pre-page)

Gross Annual Income = _____ Rs.

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Kharagpur, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/she has been granted any other Scholarship/Stipend /Fin.Assistance etc. by any Govt./Non-govt. organisation for the same period, I shall bound to refund the whole amount of Scholarship/ Free studentship/ Stipend/ Financial Assistance etc .to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/Free studentship amount (paid to my son/daughter by the Institute)in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

Date : _____ Signature of the Father/Guardian : _____
Full Name : _____
Address with Pin Code : _____
Phone No:) if any) : _____

N.B. : Those Pensioners who need not to file Income Tax Return (ITR) due to Low Annual Pension/Income, they must have to submit an Income & Non-Employment Certificate for 2014-15 from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Anchal Officer, Chairman/Executive Officer of Municipal Corporation etc. as applicable along with Annual Pension Certificate duly filled in as per above stated format (Form-C, Annexure- IV).