

INDIAN INSTITUTE OF TECHNOLOGY
KHARAGPUR – 721 302

No.IIT/ACD/(UG)/MCM Schol/2014-15

Date: 16th April , 2014

NOTIFICATION for inviting applications for RENEWAL of Merit-cum-Means (MCM) Scholarship for the Session 2014-15

Online Applications are invited in the prescribed forms for RENEWAL of MERIT-CUM-MEANS SCHOLARSHIP/ FREE STUDENTSHIP for the Academic Session **2014-15**, 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 /Freestudentship in the preceding session 2013-14.

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(2013-14) 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 2013-14. **Students who have backlog in any subject(s) including EAA and could not clear during the same session i.e. in 2013-14, are NOT ELIGIBLE for MCM Scholarship & Freestudentship for 2014-15.**

MEANS CRITERION : The Gross Annual Income of a student's parents/ guardian and his family from all sources in the preceding financial year of 2013-14 (from 1st April 2013 to 31stMarch, 2014) **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 2013-14 and having no backlog subject(s)including EAA.

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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 2013-14 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 Link > 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 **8th August, 2014 (Friday)**.

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, Khargpur, PO: Khargpur 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 2014-15 will be accepted beyond 8th August, 2014 (Friday).

N.B.: Those students against whom disciplinary action have been taken or pending against them during the preceding year (i.e. in 2013-14) 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 ELEGIBLE FOR AWARD OF MCM SCHOLARSHIP & FREESTUDENTSHIP for the year 2014-15.

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

**ACADEMIC (UG) SECTION
IIT KHARGPUR**

Date : 16th April, 2014

NOTICE FOR MCM SCHOLARSHIP (RENEWAL) FOR 2014-15

Online Applications are invited for RENEWAL of Merit-cum-Means(MCM) Scholarship & Free-studentship for the Session 2014-15 from the UG Students (2nd year onwards) who were awarded MCM Scholarship & Freestudentship in the preceding session 2013-14 and meeting the eligibility criteria. Eligible students are advised to fill the Online Scholarship Application Form which will be available in the ***Institute ERP Site*** under the Menu **Academic > Scholarship (MCM)> Application for MCM Scholarship (Renewal)** upto 8th August, 2014. After filling and submission the Online Scholarship Application, they have to take a print out of the same and submit the hard copy with all relevant documents in support of their Parental Annual Income Certificate for the year 2013-14 as per parents' occupational status alongwith all enclosures as stated in the Annexure-I '*List of Documents to be submitted*' (see ERP Site under and also available in the Institute Website> Quick Link > For Students) to Academic (UG) Section on or before **8th August, 2014 (Friday)**. After submission their online applications in ERP screen, students may send the Hard Copy of Scholarship Application with all requisite documents as stated above, by post to the Assistant Registrar (UGS) IIT, Khargpur, PO: Kharagpur Technology, Khargpur-721 302 Dist: Midnapore(West), WEST BENGAL. The Hard Copy of Application, must be signed by both student and his/her guardian otherwise it will be treated as cancelled. Complete Instructions for filling Online MCM Scholarship Application will be available in ERP System.

Under no circumstances the Hard Copy of MCM Scholarship Application for RENEWAL for the year 2014-15 alongwith all relevant enclosures will be accepted beyond 8th August, 2014 (Tuesday).

Assistant

Registrar(UGS)

N.B.: Students of following categories are NOT ELEGIBLE:

- 1) Those students against whom Disciplinary Action have been taken or pending against them during the preceding year 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.
- 2) Students who have backlog in any subject(s) even in EAA and could not cleared during the same session, i.e. in 2013-14, they need not apply for MCM Scholarship & Free-studentship for 2014-15.
- 3) 5th Year Students of M.Tech. Dual Degree (2010 Batch) cannot apply.

To:

All the Head of Deptt. , Wardens, Hall of Residence , Chairman, HMC, President TSG, VP, TSG : - With the request bring it to the notice of the concerned students.

Copy Forwarded to : 1) Dean UGS) (2) Chairman, ERP Cell – For information please.

LIST OF DOCUMENTS TO BE SUBMITTED

FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH MCM SCHOLARSHIP APPLICATION (RENEWAL)FOR 2014-15 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 2013-14 (from 01.04.13 to 31.03.14) in prescribed Form 'A' given in Annexure II(to be downloaded either from ERP Site under General Message Link or from Institute Web page > Quick Links >For Students) duly sealed/stamped by the Salary Disbursing Officer.

b)Attested Copy of IT Form 16 to be issued by employer for the year 2013-14 (Assessment Year 2014-15): **SUBMISSION OF THESE TWO DOCUMENTS ARE MANDATORY.** Low income group of salaried class, who need not submit IT Form16, 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 2013-14 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. (to be downloaded either from ERP Site under General Message Link or from Institute Web page > Quick Links >For Students).

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 2013-14 (Assessment Year 2014-15) 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 2013-14 in prescribed For 'C' given in Annexure IV (to be downloaded either from ERP Site under General Message Link or from Institute Web page > Quick Links >For Students)) 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 2013-14 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.

a) 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).

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Annexure : II

FORM – A

ANNUAL INCOME CERTIFICATE FOR THOSE GUARDIANS WHO ARE IN SERVICE

(Govt or Pvt.)

PART – I : Income from Salary :

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.	:
iv) Special Pay & Honorarium, Bonus, Arrears etc. ,if any	:
v) 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 could not submit IT Form16 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 Employer/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 2013-14 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 two documents as stated above in Col; 2(i) & 2 (ii), alongwith Annual Salary Certificate in prescribed Form 'A'(Annexure-II), is MANDATORY for the Guardians'' having Low Salaried Income Group / Private Job , who could not submit Income Tax documents.

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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.

+ Total of Salary 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 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 :

Annexure : III
FORM – B

FORMAT 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 :

3. 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 _____
4. He/She is an applicant for the award of Merit-cum-Means Scholarship / Free Studentship for the Academic Year _____.
5. 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. _____
- (B) Income of my wife/spouse (if any either from Service or from Business/Self-employed/Pension etc.) Rs. _____
(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 ANNEXURFE-I 'LIST OF DOCUMENTS TO BE SUBMITTED')
- (C) Income in the name of my son/ward (if any) Rs. _____ p.a.
- GROSS TOTAL INCOME (A+B+C) :- Rs. _____ p.a.**

Contd...2

: 2 :

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 _____ 200_____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public

Annexure :IV

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 :	
ii) Dearness Relief :	
iii) Other Allowances, Arrears, if any :	

Total :

Signature of Ex-Employer/Pension
Disbursing Authority : _____

Designation : _____

Date :

(Official Stamp)

Contd...2

: 2:

PART – II : Income from other sources

DECLARATION 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.

+ 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/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.

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 from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Anchal Officer, Chairman/Executive Officer of Municipal Corporation/Panchayet etc. as applicable along with their Annual Pension Certificate duly filled in as per above stated format (Form-C, Annexure- IV)