



**INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
ACADEMIC (UG) SECTION**

Date : 17.04.2018

NOTICE

The link for uploading family income document for the academic session 2018-19 will be opened shortly. All students who are interested to avail tuition fee waiver/ MCM and any other scholarship related to family income should keep their family income documents ready for uploading in ERP for verification.

The deadline for uploading the family income documents is 31st August 2018.

Tuition fee waiver :

All students who would like to avail tuition fee waiver (except SC/ST/PD) must upload family income document for Financial Year 2017-18.

At present tuition fee for the autumn 2018-19 session will be calculated on the basis of 2017-18 family income. However, Autumn Semester tuition fee will be adjusted as per family income document 2018-19. Therefore all students must submit family income document to Academic UG Section within the deadline for verification and availing tuition fee concession.

In the event of not verifying the income document the student will be charged full tuition fee for Autumn and Spring Semester 2018-19.

For MCM/Endowment MCM Scholarships :

Those students whose family income is already verified for tuition fee waiver for 2018-19 session need not submit again.

All other students (**except SC/ST/PD**) who wants to avail Institute MCM or Endowment Scholarships must upload their family income documents in ERP and get it verified by Academic Section for Financial Year 2017-18 in the ERP.

No further document will be allowed to upload after the deadline.

Contd...P/2.

For all other outside Scholarships related to Family Income :

Those students whose income is already verified for tuition fee waiver for 2018-19 session need not submit again.

All other students (**including SC/ST/PD**) who wants to avail scholarships through Central/State Govt. schemes or Private agencies where Income is a criteria must upload their family income documents in ERP and get it verified by Academic Section for Financial Year 2017-18 in the ERP.

Family income documents to be submitted :

Student must submit a family income document as per Annexure - I along with an affidavit as per Annexure – II.

The Issuing authority of Family Income Document must be a local District Authority like S.D.O./B.D.O./Tahasildar/Mondal Revenue Officer (MRO).

Alternatively, Form-16 / ITR of Both Parents can also be uploaded as family income document.

All income document should be issued for the Financial Year 2017-18.



Deputy Registrar (Academic)

FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2017-18

This is to certify that Mr./Ms.
(Father/Mother/Guardian)

Father/Mother/ Guardian of is a resident
(Student name and Roll No.)

of Vill/Town P.O.

P.S. Mouja/Taluk

District his/her family annual income from all sources
is Rs. (Rupees.....).

Income from :

	<u>Relation</u>	<u>Profession</u>	<u>Amount</u>
a)	Father's Income	:	: Rs.
b)	Mother's Income	:	: Rs.
c)	Guardian's Income	:	: Rs.
e)	Other sources	:	: Rs.

Gross Total Income = **Rs.**

This Certificate is issued for the financial year 2017-18.

Date :

.....
Signature with Seal

The Income Certificate should be issued by the local District Authorities like S.D.O./B.D.O./Mondal Revenue Officer (M.R.O.)/TAHASILDER.

FORMAT OF INCOME AFFIDAVIT

(FOR THOSE PARENTS/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. 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 /Financial Assistance etc. by any Govt./Non-govt. organisations 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.

(Signature of Father/Mother/Guardian)

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

(SEAL)

Signature of First Class Magistrate /Notary Public