

# **NID Haryana Merit-cum-Means Tuition Fees Support Scholarship** **(McMTFSS)**

## **Guidelines for Financial Assistance for Students of B. Des Programme at NID Haryana Under** **McMTFSS**

### **SHORT TITLE / COMMENCEMENT**

- a. The policy shall be called "NIDH Merit-cum-Means Tuition Fee Support Scholarship".
- b. The financial assistance under "NIDH Merit-cum-Means Tuition Fee Support Scholarship" is not an entitlement. It shall be subject to conditions and process prescribed in this policy.
- c. This policy shall come into force with effect from Academic Year 2022-23

### **THE PERIOD OF THE SCHOLARSHIP**

Eligible students for an Academic Year will receive the scholarship for a period of two semesters of the academic year and it would be applicable only for normal duration of candidature for the B.Des programme which is 4 years candidature from the date of Joining the Institute.

### **BENEFITS**

50% Tuition fee waiver for two semesters.

#### **1. FINANCIAL ASSISTANCE FROM NIDH**

- 1) NIDH offers Tuition Fees support to needy, deserving and meritorious students, for all the semesters of B. Des Programme fulfilling prescribed criteria. It would be applicable only for normal duration of candidature for the B.Des programme which is 4 years candidature from the date of joining the Institute. The list of students selected for award of scholarship in an Academic Year would be finalized at the start of each Academic Year and in any Academic Year Scholarship would be awarded to maximum 5% students of each batch.
- 2) 50% of tuition fees waiver is awarded as Financial Assistance and it is applicable only to those students whose family/guardian's Gross Income from all sources does not exceed Rs. 5,00,000/- (Rupees Five Lakh Only) in the last financial year.
- 3) 50% of tuition fees awarded as Financial Assistance is linked to the eligible student's Academic Performance, i.e. Annual Grade Point Average (AGPA) of the previous Academic Year and passing in all courses of previous Academic Year for existing students and Percentile in entrance exam for 1<sup>st</sup> year students.
- 4) Applications submitted by the students for Financial Assistance are to be scrutinized by either the Committee constituted by the Institute or a process of application scrutinization

may be decided by the individual NIDs as convenient.

## **2. ELIGIBILITY**

### *In 1<sup>st</sup> Semester of an Academic Year*

- 1) *For 2nd, 3rd and 4th year students-* Students of B.Des Programs, whose parents/guardian's Gross Income from all sources does not exceed Rs. 5,00,000/- (Five Lakh Only) in the last financial year and whose AGPA is 6 or more in the previous Academic Year and who have passed all courses of the previous Academic Year and are within 4 years of candidature from date of joining and who have not violated the Institute's discipline norms or have been found guilty of misconduct in the previous Academic year would be eligible to apply for Financial Assistance from NID Haryana under McMTFSS.
- 2) *For 1st year students-* All 1<sup>st</sup> year students of B.Des Program whose Parents/Guardian's gross income from all sources does not exceed Rs. 5,00,000 (Rupees Five Lacs only) in last financial year would be eligible to apply for Financial Assistance from NID Haryana under McMTFSS.

### *In 2nd semester of an Academic Year*

Students who were eligible in the 1st semester of the Academic Year and have passed all courses of the 1<sup>st</sup> semester and have secured 6 SGPA or more in 1<sup>st</sup> semester of that Academic Year, would be eligible.

## **3. PROCEDURE OF APPLICATION AND SELECTION OF CANDIDATE FOR AWARD OF SCHOLARSHIPS**

- 1) In the beginning of the new academic year (usually July/ August), students would be notified to check their eligibility to apply for the Financial Assistance.
- 2) Those who are eligible and wish to apply should obtain the prescribed 'Application Form for McMTFSS' (Format A) from the Academic Office.
- 3) Students are required to go through these guidelines carefully.
- 4) 'Application Form for McMTFSS' shall be submitted in the Academic Administration Office within the specified time limit, along with necessary supporting documents (duly attested) as indicated in the Form.
- 5) The Committee constituted by the Institute for the purpose shall go through all the applications received and will verify the documents submitted. If required by the Committee, interaction

may also be conducted with the applicants. A merit list for each batch would be prepared separately for students whose documents are verified to be correct and are found eligible. Maximum top 5% students of each batch from the respective merit lists would be recommended for award of scholarship.

- 6) The recommendations of the Committee regarding the award of scholarship on the basis of the criteria defined in the guidelines shall be placed before the Competent Authority for their approval and subsequently the Academic Office will inform the students selected for Financial Assistance for that particular Academic Year. Same process would be followed at the start of each Academic year.

#### 4. METHOD OF FINALISING THE MERIT LIST OF ELIGIBLE CANDIDATES

##### a) Calculation of points based on which selection is made

A score would be awarded to each student whose documents are verified to be correct and is found to be eligible based on Merit and Means criteria. The break-up is as follows:

- Weightage of parent's income 60%
- Weightage of merit 40%

*For 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students*

Merit criteria to be considered: AGPA in the previous Academic year.

*For 1<sup>st</sup> year students*

Merit criteria to be considered: Percentile in entrance exam divided by 10.

##### b) Score for Family's/Guardian's income would be provided as follows

Parental Income ceiling per annum	Score
Upto Rs. 1.5 Lakhs	10
Above Rs. 1.5 Lakhs upto Rs. 3 Lakhs	8
Above Rs. 3 Lakhs upto Rs. 5 Lakhs	6

##### c) Calculation of Final Score (an example)

*If the score with respect to Family's/Guardian's income is 8 and AGPA in Previous Academic Year is 7.5 then final score would be:*

$$8 (0.6) + 7.5 (0.4) = 7.8$$

*If the score with respect to Family's/Guardian's income is 8 and Percentile in entrance exam is 65.4 then final score would be*

$$8 (0.6) + (65.4/10) (0.4) = 7.42$$

- d) Max 5% students of each batch from the top of the merit list would be recommended for the scholarship.**

## **5. GENERAL CONDITIONS FOR AWARD OF SCHOLARSHIP**

### **1) Top Up Scholarships**

- i. A student recipient of financial assistance under McMTFSS may accept more than one scholarship/grant, loan/fellowship in one academic year from NID Haryana or other sources viz. Central/ State Govt./ PSU/ Trusts/ Private entities or persons, provided there is no objection from other sources and these are not in conflict with ordinance or rules of the Institute and the total amount of such financial assistance during the academic year including assistance received from NID Haryana put together should not exceed the annual fees paid/ payable to NIDH during that particular academic year. Whenever such financial assistance other than McMTFSS is received, the Institute Academic Administration Department should be informed immediately.
  - ii. If external scholarship amount is greater than or equal to the total fee of the particular Academic year, the student may avail external scholarships only and no Financial Assistance from NIDH.
  - iii. If external scholarship amount is less than total fee at NIDH for the academic year, the student may avail the external scholarship plus NIDH McM Scholarship Grant (if applicable) and an additional amount from the McMTFSS that does not make the total Financial Assistance more than the total fee of the academic year.
  - iv. If an outside scholarship is availed after disbursement or waiver of funds under McMTFSS and student has availed more funding support from the Institute, he/she would have to return the extra amount to the Institute.
- 2) The Institute reserves the right to withdraw the scholarship granted, on the following grounds and in such scenario, student would have to return back the scholarship amount disbursed or exempted to him/her for that academic year:
- a. False information provided in the application
  - b. Violation of Institute discipline and misconduct during the period of award of Financial Assistance.
  - c. Absence of a student from the Institute for more than a month except on medical grounds.
  - d. Securing Semester Grade Point Average (SGPA) less than 6 in 1<sup>st</sup> semester of the

academic year and not clearing all courses of 1<sup>st</sup> semester.

- 3) If a student who has availed Financial Assistance under McMTFSS in an academic year and leaves the Institute without completing that academic year, he/she would have to return the Financial Assistance received from the Institute under this scheme during that academic year.
- 4) If a scholarship awarded to a student for an academic year is withdrawn in the 1<sup>st</sup> semester due to any point mentioned in Point 2 above, in 2<sup>nd</sup> semester in place of that student, the scholarship only for 2<sup>nd</sup> semester would be awarded to next student in the merit list prepared for scholarship for that batch.
- 5) The rules for the award of the Financial Assistance are subject to change at the discretion of the Institute Authorities (NID Haryana), from time to time as and when required.

#### **6. NIDH NORMS FOR RELEASE OF TUITION FEE WAIVER FINANCIAL ASSISTANCE TO ELIGIBLE CANDIDATES**

As per NID norms, the scholarship of a student would be released only when the student satisfies the following conditions:

*In odd semester or 1<sup>st</sup> semester of the Academic Year*

- a. The student should have paid fees for the odd semester, then only his/her financial assistance amount of 50% of Tuition Fees would be released in 1<sup>st</sup> semester after certain formalities being carried out by the Institute which may take usually 4-6 weeks' time.

*In even semester or 2<sup>nd</sup> semester of the Academic Year*

- b. The student would be required to pay only 50% Tuition Fees for the semester, if they have passed all semester courses of 1<sup>st</sup> semester of that Academic Year and have secured SGPA 6 or above in the 1<sup>st</sup> semester of that Academic Year. Students need to forward a copy of Grade Sheet of 1<sup>st</sup> Semester to the Academic Department for verification. If these eligibility criteria are not fulfilled in 2<sup>nd</sup> semester, students would need to submit full tuition fees in that semester. After receipt of the 1<sup>st</sup> semester Grade sheet, Institutional verification may take few weeks.

NATIONAL INSTITUTE OF DESIGN HARYANA GOVERNMENT OF INDIA

APPLICATION FORM FOR “MERIT-CUM-MEANS TUITION FEE  
SUPPORT SCHOLARSHIP (MCMTFSS)”

Form to be submitted to Academic Administration Office

**ACADEMIC YEAR ---**

FOR OFFICIAL USE ONLY

Sl No. of Application	Year	Discipline	Whether approved (Yes/No)

(Approving Authority Signature)

Affix a self attested  
passport size  
photograph

**I. Student's Information**

(a) Full Name (in block letters)

Surname																			
First Name																			
Middle Name																			

(b) Student's information

Date of Birth	
Gender (Male/Female)	
Academic Year of Admission	
Discipline	
Semester	
Roll No.	

(c) Applicant's Mobile No. \_\_\_\_\_

Email ID (Institute's domain mail id) \_\_\_\_\_

(d) Permanent Address (Attach a copy of residential proof or domicile certificate)

House No.																			
Mohalla/ Street																			
City / Town/ Village																			
P. O.																			
District																			
State																			
Pin Code																			

(e) The student belongs to the category (Tick /Circle): General/EWS/OBC/SC/ST/PWD

(f) Note: Attach a copy of the relevant certificate

## II. Parent's / Guardian's Information

(a) Father's Name:


(b) Mother's Name:


(c) Spouse/Guardian's Name:


Relationship with the Guardian:

(d) Parent's / Guardian's Contact Details.

Name	Landline Telephone (residence with STD Code)	Mobile No.	Email-id
Father			
Mother			
Spouse/ Guardian			

(e) Parents Profession/ Occupation Details: -

Sr. No.	Parent's / Guardian	Service*/ Business* *	Designation/ Post	Name of the Organization
1.	Father			
2.	Mother			
3.	Spouse/ Guardian			

Note:- \* Please specify the category of service clearly whether - Central Govt. / Public Under taking/  
State Govt./ PSU/ Autonomous/ Private/ \*\* Self-employed/ Business/ Firm

(f) Office/Work Address: - Parent's / Guardian's

(For those in Service):- Father/Mother/ Guardian

Name & Address of the employer organization:

Telephone No.:

Website:

(For those in Service):- Father/Mother/ Guardian

Name & Address of the employer organization:

Telephone No.:

Website:

(For those in Business):- Father /Mother/ Guardian

Name & Address of the business:

---

(Establishment/ Office/ Shop, etc.)

---

Telephone No.:

Website:

(For those in Business):- Father /Mother/ Guardian

Name & Address of the business:

---

(Establishment/ Office/ Shop, etc.)

---

Telephone No.:

Website:

**III. Financial Information:**

- (a) Whether the student is getting subsidy / scholarship / financial assistance from Central/ State Govt./ PSU/ Trusts/ Private entities or persons or any other source Yes/No

If yes, (Copy of document(s) may be submitted)

- (i) Name of the granting institute/ agency :-
- (ii) Address of the granting institute/ agency :-
- (iii) Amount granted :-

- (b) If the parents are getting reimbursement of tuition fee or financial assistance fully or partly from their employer, furnish the details of the same.

The details of the same, if not, a certificate from the employer in this regard.

- (c) Provide information if the source of funding for applicant’s education at NID Haryana is from source other than family income (If any, bank loan, etc.).

**IV Details of the bank account in which financial assistance has to be deposited:**

Name of the Bank	
Branch name & IFSC Code	
Bank A/c. name & No.	

**V Educational Indicators**

- (i) SGPA Obtained in:

S.No	Semester	SGPA	AGPA
1	1 <sup>st</sup>		
2	2 <sup>nd</sup>		
3	3 <sup>rd</sup>		
4	4 <sup>th</sup>		
5	5 <sup>th</sup>		
6	6 <sup>th</sup>		

- ii) Entrance examination Percentile for the students of 1st semester-----

**VI a. Declaration by the Applicant:**

- i) I hereby declare that the information given in this application form and in all attached documents is correct.
- ii) I shall abide by the terms and condition of “McMTFSS” guidelines.

iii) I have not been punished for any violation of Rules/ Code of Conducts in/off campus OR served notice for disciplinary violation during previous Academic Year.

Applicant's Name.....

Signature.....

Date:

**b. Declaration by Parents/ Guardian:**

I/ We hereby declare that I/ we have read and agree to the information filled in this application form by my/ our ward \_\_\_\_\_ (name of the student) studying in \_\_\_\_\_ (semester) of \_\_\_\_\_ (Discipline) and all documents attached with this application form.

Father's name:

Father's Signature:

Mother's name:

Mather's Signature:

Guardian's name:

Guardian's Signature:

Date:

**Caution: This form not filled in all respect or any column left blank will be liable for rejection. If any column is not applicable to the applicant in the provided space mention "Not Applicable".**

**DOCUMENTS TO BE SUBMITTED FOR ANNUAL INCOME**  
**DETAILS BY DIFFERENT CLASSES OF PARENTS/GUARDIANS'**  
**OCCUPATION**

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

- a) Salary Certificate for the Financial Year **2021-22 (from 01.04.21 to 31.03.22)** in prescribed Form X given in Annexure 2 duly sealed/stamped by the Salary Disbursing Officer.
- b) Attested Copy of IT Form 16 to be issued by employer along with ITR for the year **2021-22** (Assessment Year **2022-23**) with acknowledgment. **Submission of these two documents is mandatory.** Low income group of salaried class, who need not submit IT Form 16 / ITR, they have to submit an attested copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TEHSILDAR/ Chairman/ Executive Officer of Municipal Corporation etc. instead of IT Form 16.

**2) For Non-Salaried Class (Parents/Guardians 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 2021-22 in a Non-Judicial Stamp for Rs.100/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form -"Y" (Annexure-3)**.
- b) Attested Copy of Income Certificate from local District Authorities like S.D.O./ B.D.O./M.R.O./TEHSILDAR/ 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 PARENTS/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 **2021-22** (Assessment Year **2022-23**) 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./ TEHSILDAR, 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 **2021-22** in prescribed For 'Z' given in Annexure-4 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./ TEHSILDAR, Chairman/ Executive Officer of Municipal Corporation etc. for the year **2021-22** also to be

submitted in addition to other documents as stated in item 3 (a) above.

**Submission of all the documents as stated in 3 (a & b) above, are mandatory for the parents/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 – X****ANNUAL SALARY CERTIFICATE FOR THOSE PARENTS/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 organization 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:

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

Employer's Signature

(Official Seal)

Designation:

Date:

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 along with relevant ITR, if any.

**2)** Guardians who need not submit IT Form 16/ ITR 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 'X' – Annexure-2 above:

- i) a certificate from Employer/Salary disbursing officer stating that their annual income is Not Taxable and they need not produce IT Form 16 and
- ii) an Annual Income Certificate for **2021-22** from District Authority like S.D.O./B.D.O./ Tehsildar/ Anchal Officer, Executive Officer of Municipal corporation/ Gram Panchayet etc. as stated in Col.2 (b) of Annexure-1 : Submission of these documents as stated above in Col : 2 (i) & (ii), along with annual Salary Certificate in prescribed Form 'X' (Annexure-2), is **mandatory** for the parents/guardians' having low salaries Income group ./ Private Job, who could not submit Income Tax documents/ ITR.

Contd....2

**PART – II : Income from other sources**

**DECLARATION BY THE PARENTS/GUARDIAN OF THE STUDENT**

I declare that my/my family's Annual Income from other sources during the financial year

\_\_\_\_\_ was as follows in to addition my Salary Income:

**Income from :**

- |   |       |
|---|-------|
| a) Landed Properties (Certificate from Tehsildar) | : 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 is 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 National Institute of Design Haryana, without assigning any reason. If subsequently (after award of McMTFSS 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. organizations 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 Parents/Guardian:

Full Name:

Address with Pin Code:

Phone No., if any:

**FORM-Y**

**FORMAT OF INCOME AFFIDAVIT**

(FOR USE OF 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.100/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/Smt \_\_\_\_\_ a resident of \_\_\_\_\_ solemnly declare that:

1. My son/daughter Mr/Ms \_\_\_\_\_ is currently studying at the National Institute of Design Haryana, in \_\_ Course in the Department of \_\_\_\_\_ in Semester \_\_\_\_\_.
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 1<sup>st</sup> April, \_\_\_\_\_ to 31<sup>st</sup> March, was as mentioned hereunder (Supported by document) :

(A) From my own profession as indicated: (Documents as per Annexure-1 to be enclosed)

- |      |   |                |
|------|---|----------------|
| 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 spouse (if any) Rs. \_\_\_\_\_ p.a.

(Also provide applicable format as per Annexure :1 "Documents to be submitted for annual income details by different classes of Parents/Guardians' Occupation")

(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 National Institute of Design Haryana, without assigning any reason. I declare that we will follow the prescribed guidelines and 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 Parents/Guardian)

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_ and signed.

(SEAL)

\_\_\_\_\_  
Signature of First Class Magistrate /Notary  
Public

**FORM-Z**

(FOR PENSIONER/FAMILY PENSIONER ONLY)

(PENSION / INCOME CERTIFICATE (F R O M EX-EMPLOYER)/ FOR THOSE PARENTS/GUARDIANS WHO ARE PENSIONER (RETIRED FROM SERVICE) OR THEIR SPOUSE IS 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 Organization/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 :

<b><u>ITEM</u></b>	<b><u>TOTAL Amount for 12 months</u></b>
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 SOURCES**

**DECLARATION BY THE PARENTS/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 Tehsildar) : Rs. ....
- b) Agriculture : Rs. ....
- c) Investment in Bank/Post Office/Unit Trust etc. : Rs. ....
- d) Share Certificates/Debentures : Rs. ....
- e) Income of siblings of the student : Rs. ....
- f) 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. \_\_\_\_\_**

Date : Signature of the Parents/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 2021-22 from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TEHSILDAR, 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-Z, Annexure- IV).**

## **SUPPORTING DOCUMENTS TO BE SUBMITTED WITH DULY FILLED APPLICATION FORM**

- a) One self-attested recent passport size photograph with signature.
- b) Copy of receipt of fee paid (receipt for the current semester).
- c) Copy of PAN card of parents/spouse/guardian/ applicant.
- d) Copy of Passbook of Aadhar based Bank Account in the name of the applicant.
- e) Copy of Aadhaar Card of the applicant.
- f) AGPA Report of previous Academic Year/ Percentile Certificate of Entrance exam for 1st year students.
- g) Undertaking by student to the effect that he/she is not in receipt of any financial assistance from any other source along with document/certificate (if any). If it is being received then the details regarding it.
- h) If the parents are getting reimbursement of tuition fee or financial assistance fully or partly from their employer or any other source, furnish the details of the same. In case no reimbursement given by the employer, a certificate from the employer in this regard.
- i) Declaration/ Certificate/ Affidavit as per Annexure 1, 2 and 3 for Annual Income declaration along with supporting documents as applicable.
- j) Copy of all pages of parents/ spouse/ guardian's Passport.
- k) Proof of permanent residence of the applicant.
- l) Latest Income Tax returns copy/Form 16 for Salaried and Form 16A of the Parents/Spouse/ Guardian
- m) Category Certificate
  1. General Category students- Gen-EWS Certificate
  2. OBC Category Students- OBC- NCL certificate
  3. SC/ST/PWD- SC/ST/PWD certificate

Applications incomplete/ without relevant supporting enclosures/ not in prescribed format will be summarily rejected.