

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD  
OFFICE OF DEAN (STUDENTS WELFARE)**

No.: IIT(ISM)/DSW/Fee Waiver cum MCM/2022-23

Date: 08.08.2022

**NOTICE**

**Kind attention : All 2022 admitted M.Sc. Tech, M.Sc. and MBA student**

**Subject: - Submission of common application for Tuition fee waiver and Merit cum Means (MCM) Scholarship including free ship for the Academic Year 2022-23**

Application, are invited from all eligible students for Tuition Fee Waiver and Merit Cum Means Scholarship including free ship as under for the Academic Year 2022-23. :

Students eligible for Tuition Fee Waiver: **B. Tech. / Dual Degree / Integrated M. Tech. programmes admitted through JEE (Adv.)**

Students eligible for Merit Cum Means Scholarship including free ship: **B. Tech. / Dual Degree / Integrated M. Tech. programmes admitted through JEE (Adv.) up to 4<sup>th</sup> year, M.Sc. Tech, M.Sc and MBA.**

**Last date of submission of application** for newly admitted students of 2022-23 session): September 23, 2022 (Single application will serve for both the scheme as per option mentioned by students) as per eligibility.

***JEE admitted students of current session (2022-23) may apply at the time of admission for fee waiver and MCM Scholarship including free ship. Separate notice will be issued for them just after their admission.***

**Submit your application in Hard Copy BY POST ONLY. Application through e-mails will not be entertained.**

**Eligibility Criteria: - Tuition fee waiver (applicable for JEEA admitted students only)**

1. Annual Family Income (Gross, before any deduction/ exemption under the provisions of income tax etc.) from all sources should not be more than Rs. 5, 00,000/- (Rs. Five Lakh only) for availing **Tuition Fee Waiver**.
2. Annual Family Income includes income of both the parents (father & mother) and student from all sources. In case of death of any one parent, death certificate is necessary to be attached.
3. In case of separation of parents – Necessary documents to this effect is also required.
4. **This scheme is not applicable for SC/ST/PWD students as they are exempted for payment of tuition fees.**
5. **Following documents need to be submitted to avail tuition fee waiver: (Please read carefully)**
  - a. Original Application Form in prescribed format duly signed by the student and both parents/guardian.
  - b. Income Affidavit along-with Schedule-A for statement of annual gross family income in the prescribed format *duly signed in the presence of Notary Public or a Magistrate/1<sup>st</sup> Class Magistrate Executive/ Revenue Officer (Tehsildar)/ who would also affix his / her signature and seal.* The Affidavit and Schedule-A for statement of annual gross family income in the prescribed format should be jointly signed by students and his /her parents. All the columns of the forms must be filled even it is NIL, otherwise the application may be rejected.
  - c. Family Income Certificate for the **financial year 2021-22 (Assessment year 2022-23)** duly signed by competent authority authorized by State Government in the format prescribed by State Government. It is compulsory that the family income certificate should not be signed by Notary Public/ Chartered Accountants in the form of Affidavit.
  - d. Copies of detailed ITR Computation for the financial year (F.Y.) 2021-22 (Assessment Year (A.Y) 2022-23) of parents (Mother and Father) with Verified copies of acknowledgements, where the **gross taxable income before any deduction under any provisions exceeds the threshold limit of Rs. 2.50 lakhs.**
  - e. Aadhar Numbers of student and his/her parents are mandatory. (enclose the Aadhar documents).

## **6. Rule for Tuition Fee waiver**

- (i) It is mandatory to submit the application in the prescribed format in original, duly signed by the students and the parents / guardian along with all required certificates / documents within the deadline
- (ii) Income Tax Return (ITR) should be for the period 01.04.21 TO 31.03.22 i.e. Financial Year (F.Y) 2021-22 (Assessment Year (A.Y) 2022-23).
- (iii) Income Certificate must be issued on or after 01.04.2022 and signed by the Competent Authority as per state govt. rules & regulation as per annexure enclosed.
- (iv) The applications /documents received beyond the deadline will not be accepted and such claim will be summarily rejected. Therefore, the students are advised to get the documents prepared in advance to avoid any delay in submission of the applications along with the required documents
- (v) There will be 100% tuition fee waiver, if annual family income is less than Rs. 1, 00,000/- (Rs. One Lakh only) during the financial year 2021-22.
- (vi) There will be 2/3<sup>rd</sup> tuition fee waiver, if annual family income is Rs. 1, 00,000/- (Rs. One Lakh only) or above, but up to Rs. 5, 00,000/- (Rs. Five Lakh only) during the financial year 2021-22.
- (vii) There will be no tuition fee waiver, if annual family income is more than Rs. 5,00,000/- (Rs. Five Lakh only) during the financial year 2021-22.

## **7. Rules for Merit cum Means (MCM) Scholarship cum free ship (Applicable for JEEA admitted students, MSc., MSc Tech and MBA students)**

- (i) While applying for Fee waiver students may or may not opt for MCM Scholarship cum free ship.
- (ii) Eligible students: General, OBC, EBC Students admitted through JEE, / M.Sc. Tech/ M Sc and MBA students. (25% students will receive refund of tuition fee + Scholarship @ Rs. 1000/- pm) for 10 months and next 10 % students will receive only refund of tuition fee as per merit (year-wise), excluding the number of SC/ST students.
- (iii) Income of the family should not be more than Rs. 6, 00,000/- in the previous (last) financial year 2021-22. Income Certificate must be issued on or after 1<sup>st</sup> April of Current financial year, i.e. On or after 01.04.2022.
- (iv) The merit criteria for awarding the MCM Scholarship to the B.Tech Integrated M.Tech, Dual Degree M.Sc.Tech, and MBA students will be based on the OGPA 6.0 out of 10 grade points obtained by the students up to the semester proceeding the current year semester for which the scholarship will be awarded. (Xerox copy of all semester's academic OGPA cards must be submitted). For students having summer / Special examination, minimum OGPA requirement is 7.00 out of 10 grade points. Students having disciplinary action against them will be debarred from award of MCM Scholarship/Free ship.
- (v) Merit of first year /newly admitted students will be based on IIT (JEE) rank and other Common merit list / JAM ranking of entrance examination for the purpose of admission in IIT(ISM). These students must have obtained minimum 60% marks in their previous degree/course attended for making them eligible to appear in entrance exam.
- (vi) **Students qualified under this scheme will not be eligible for any other Scholarship. If they apply any other scholarship will be debarred from MCM cum Freeship.**

## **8. The Following documents need to be submitted to avail Merit cum Means (MCM) Scholarship cum free ship Apart from the documents mentioned in Fee waiver, other documents required are:**

- (i) Grade sheet / mark sheet of last examination (even semester) passed.
- (ii) Copies of IIT (JEE) rank / common merit list rank for first year admitted students.
- (iii) Mark sheet of previous degree/course attended for making them eligible to appear in entrance exam.

The complete application along with all required documents should reach in original to **the Associate Dean, (SIW) Office of Dean(Students Welfare) Indian Institute of Technology (Indian School of Mines), Dhanbad – 826004, Jharkhand, India - by to 23.09.2022 by post**. However, the submission of grade sheet mentioned OGPA is required to be submitted within a week after release of even semester result. Applications received after the scheduled date will not be entertained. Incomplete application will not be considered. All required documents (details as per attachment with this notice) must be attached with application.

**Attached:** - Prescribed application form, income affidavit alongwith schedule A & List of Income Certificate Issuing authority (state-wise).

**SD/-**  
**Associate Dean (Students Welfare)**

**Format for Application Form to avail Tuition Fee Waiver / Merit cum Means Scholarship / free ship for the session - 2022-23****( to be submitted along-with prescribed affidavit)****(All the fields MUST be filled) /Not Applicable for SC/ST/ PWD**

S. No.	Particulars	Value (to be filled-in by the student)	
1.	Name of the student (in block letters)		
2.	Admission No		
3.	Application is for tuition Fee waiver only		
4.	Application is for MCM including Free ship only		
5.	Application is for both Tuition Fee waiver and MCM including Free ship		
6.	Name of the Department		
7.	Course & Branch		
8.	Present Semester		
9.	Student's Mobile number (s)		
10.	Student's institute E-mail ID		
11.	(i) Category (Gen/OBC) – Yes/No -		
12.	Latest CGPA- 6.0 and above (copy to be attached		
13.	Whether appeared in summer Semester/Special Examination (OGPA requirement is 7.0 & above)		
14.	IIT(JEE) advance Rank – submit copy for first year JEE admitted students  CML(Common Merit list/Admission test / JAM ranking for other than JEE admitted students (MSc., MSc.Tech, & MBA students)		
15.	Percentage of marks in ISc/10+2 (copy to be attached (for first year IIT JEE admitted students only)		
16.	Percentage of Marks in Graduation /CGPA (copy to be attached) for 1 <sup>st</sup> year M.Sc. Tech/MSc./MBA students.		
17.	Particulars / Guardians particulars of employment	Mother	Father
	(a) Name		
	(b) Salaried Class (Parent/guardians' who are in service either Govt./Semi Govt/Private or others (Please mention)		
	(c) Pensioner/Family pension		
	(d) Non-Salaried Class Please specify the nature		
18.	Whether getting /applied for any other Scholarship (Y/NO). If yes, Give details		
19.	Nationalized Bank Account Number of the student and IFSC Code – (for MCM)	Account No. IFSC Code:	

Student's Signature

Father's/Guardians Signature

Mother's Signature

20. Assessment of Gross Annual income of family from all sources for the Financial year 2021-22, i.e., Assessment year 2022-23  
(All the fields are mandatory, even it is nil – to be filled by the student)

S.No.	Particulars	Father	Mother	Student
A.	Full Name			
B.	Income Tax PAN			
C.	Aadhar No.			
D.	Agriculture Income (Para I)			
E.	Income from Property (Houses, Buildings, House Sites, etc) (Para II) <b>Please specify.</b>			
F.	Income from Business (para III)			
G.	Gross Income from Salary (para IV)			
H.	Income from other sources (interest / dividend/ parttime occupation/Agency (para V) <b>Please specify</b>			
I.	Gift etc.			
J.	Total Gross Income for 2021-22			
K.	Total Gross Family income for F.Y. 2021-22			

### **DECLARATION**

We hereby undertake and certify that the information provided in this form, Income Affidavit and Family Income Certificate are true and correct. We understand that in the event of any information being found false, misleading or incorrect, or ineligibility to receive the benefit of tuition fee waiver/ Merit cum Means Scholarship / free ship being detected during or after completion of my program at institute, or any of the personal information furnished in support thereof is found incorrect, we shall have no any objection whatsoever, against the action taken by the Institute in the matter, in accordance with by-laws and provisions of IIT(ISM) Dhanbad.

We further undertake that during the course of availing the fee waiver/ Merit cum Means Scholarship / free ship, whenever there shall be any change in the income of my family, we shall keep the Institute authorities informed and shall abide by its further decision on my eligibility to receive the benefit of fee waiver/ Merit cum Means Scholarship / free ship.

We hereby attach documents as follows: -

- Income Affidavit including Schedule A in the prescribed format (instructions mentioned therein) duly filled in.
- Copies of Aadhar card of student and his parents
- Family Income Certificate for the financial year 2021-22 i.e on or after 01.04.2022 duly signed by competent authority authorized by State Government in the format prescribed by Government. It is desirable that the family income certificate should not be signed by Notary Public / Chartered Accountant in the form of Affidavit.
- Copies of detailed ITR Computation for the financial year 2021-22 (Assessment Year 2022-23) of both parents with verified copies of acknowledgements where the individual income exceeds the threshold limit as per Income Tax Rules.
- Latest Grade Card (II/IV/VI Semester) - required for MCM scholarship
- JEE (advance) rank – for first year IITJEE admitted students and Common Merit list/Admission test / JAM ranking for other than JEE admitted students - required for MCM scholarship
- Mark sheet for 10+2 / graduation – as applicable - required for MCM scholarship.

**Note : If required, the administration may ask for bank statements and other relevant documents to establish the income and other particulars mentioned in the affidavit.**

Student's Signature

Father's/Guardians Signature

Mother's Signature

### INCOME AFFIDAVIT

(To be signed in the presence of Notary Public or a Magistrate/1<sup>st</sup> Class Magistrate Executive/ Revenue Officer/ who would also affix his signature and seal)

**Declaration of income of Family for the financial year (ending on 31<sup>st</sup> March, 2022)  
for purposes of Tuition Fee Waiver / Merit cum Means Scholarship / free ship at Indian Institute of  
Technology (Indian School of Mines), Dhanbad.**

We/I \_\_\_\_\_ Parents/Guardians of Shri/Kumari \_\_\_\_\_ (student's name)  
\_\_\_\_\_ Admission No. \_\_\_\_\_ presently residing at \_\_\_\_\_ (parent's  
address) \_\_\_\_\_ solemnly affirm and declare as follows:-

1. That my son/daughter/dependent Shri/Kumari \_\_\_\_\_ who has applied for Tuition Fee Waiver/ Grant of MCM Scholarship etc. at Indian Institute of Technology (Indian School of Mines), Dhanbad is studying in \_\_\_\_\_ (here give the name of Programme) \_\_\_\_\_ having Admission No. \_\_\_\_\_ at Indian Institute of Technology (Indian School of Mines), Dhanbad.
2. That our **gross total annual family income** in the preceding financial year ending on 31<sup>st</sup> March, 2022 was Rs. \_\_\_\_\_ as per details furnished in the Schedule here under written, We also affirm that particulars of property held by us is as shown in the Schedule and that we have correctly indicated the amount on various taxes and land revenue paid by us. We make ourselves personally responsible for the accuracy of the facts and figures furnished.
3. That the statements made in the foregoing paragraphs are true and correct to our knowledge and belief.
4. That the particulars of PAN number, Aadhar number of family member is as under:

S.No	Particulars	Father/Guardian	Mother	Student
1	Name			
2	Aadhar Number			
3	Income Tax PAN No			

5. That we further undertake that in the event of the particulars given in this declaration being found false, we shall refund to the Director, Indian Institute of Technology (Indian School of Mines), Dhanbad DOUBLE the amount of the Fees/ MCM Scholarship/ freeship of the said student and the institute shall be free to take any disciplinary action against the said student including expulsion of the students from the Institute and the Institutes decision shall be final and binding on me/us.

Encl: Schedule "A" (Statement of Annual Gross Total Family Income)

Student Signature:	Father's/Guardian Signature	Mother's Signature
Student Name in full:	Father's/Guardian Name:	Mother's Name:

## SCHEDULE- A

**Statement of Annual Gross Total Family Income of .....(Student Name and Admn. No) Son/Daughter of .....(Fathers' name) ..... for the period 01.04.2021 to 31.03.2022 (Financial Year (F.Y) 2021-22)i.e. Assessment Year (AY) 2022-23.**

**FILLING ALL THE COLUMNS OF ALL THE TABLES IS MUST EVEN IT IS NIL OR NOT APPLICABLE**  
**Application once rejected for non-filling of required data will not be further entertained**

### **I. Agriculture Income of Both Parents or Guardian:**

Extent of Land held and Income	(a) Independently as owner	(b) Jointly as owner	(c) Independently as tenant
(i) Name of the land Owner			
(ii) Area of land			
(iii) Village			
(iv) Survey No.			
(v) Land Revenue Assessment			
(vi) Annual agricultural Income 2021-22	Rs.	Rs.	Rs.

In case of multiple land and/or different owners, please provide details in separate sheet.

### **II. Property held and income (Houses, Shops, Buildings, House sites etc.) in the name of father/mother/students concerned. If residing in rental accommodation, please also provide the required information. (Please specify Own House/Combined family property / Residing on Rental Accommodation)**

**Please Tick :                      (OWN House)                      (Rental House)**

- (a) House No. \_\_\_\_\_
- (b) Street/Road \_\_\_\_\_
- (c) Village/Town/City \_\_\_\_\_
- (d) Area of House/Site \_\_\_\_\_
- (e) Rent derived if any (Per annum) \_\_\_\_\_
- (f) Monthly rent paid in case of residing in rental accommodation \_\_\_\_\_
- (g) House Tax Rs. \_\_\_\_\_
- (h) Sanitary cess or other Rs. \_\_\_\_\_
- (i) Net Annual Income (2021-22)Rs. \_\_\_\_\_

Whether the whole or part of land has been given out to tenants. If 'yes' provide detailed particulars of the same.

### **III. Income from Establishment/Shops/Business in the name of father/mother/students concerned (including commercial vehicle) :**

- (i) Name of the Owner \_\_\_\_\_
- (ii) Proprietorship/ Partnership \_\_\_\_\_
- (iii) Name and Address of shop \_\_\_\_\_
- (iv) Nature of Trade \_\_\_\_\_
- (v) Shop Registration/ License no \_\_\_\_\_
- (vi) GST Registration no \_\_\_\_\_
- (vii) GST and Income Tax paid Rs. GST \_\_\_\_\_ Income Tax \_\_\_\_\_
- (viii) Annual Income from Shop/Establishment(2021-22)Rs. \_\_\_\_\_

**IV. Salary drawn: (FY 2021-22)-Must fill all the particulars even if it is not applicable.**

S.No	Particulars	Father/Guardian	Mother
1	Name of the Employee		
2	Name of the Employer		
3	Office/Unit in which working and designation		
4	Complete Office Address with Pin code		
A	Annual Pay for 2021-22 without deduction of Income Tax		
B	Special Pay/Bonus.		
C	Deputation allowance and honoraria		
D	Other Allowances like house rent allowance, CCA etc		
E	Total of (A), (B) (C) and (D)		
F	Amount of contribution to Provident Fund		
G	Payments towards LIC/CTD		
H	Total of (F) and (G)		
I	Other benefits rent free accommodation and other perquisites		

**V. Other source of Income during Financial Year 2021-22 :**

S.No	Particulars	Father/Guardian	Mother	Student
1	Income from subsidiary industries part-time occupation			
2	Amounts drawn as wages			
3	Interest earned			
4	Dividend Received			
5	Commission			
6.	Any other Income <b>Must specify</b>			
	<i>Total</i>			

**VI. Particulars of Vehicles (two/four wheeler) owned by student and family members. Provide the following details:**

S.No	Particulars	Father/Guardian	Mother	Student
1	Owner Name			
2	Vehicle Type			
3	Make and Model			
4	Registration No.			
5	Year of Purchase			

**VII. Assessment of Gross annual income of family from all sources for the Financial Year 2021-22:**

S.No	Particulars	Father	Mother	Student
1	Full Name			
2	Agriculture Income (para I)			
3	Income from Property (Houses, Buildings, House sites etc.) (para II)			
4	Income from Business (para III)			
5	Income from Salary [para IV A to E ]			
6	Income from other sources (Interest/ Dividend/ Part-time occupation) (para V)			
7	Total gross family Income for 2021-22			

**VIII. Total Gross family income as per ITR for the financial year (F.Y.)2021-22(Assessment Year (AY 2022-23) (attach copy of ITR):**

S.No	Particulars	Father/Guardian	Mother	Student
1	Name			
2	Income Tax PAN No			
3	ITR Acknowledgement no			
4	Date of submission of ITR			
5	Gross total income			
6	Taxable income			
7	Exempted Income viz. agriculture income etc.			
8	Tax Paid			

**Certified that the statements made in the above paragraphs are true and correct.**

Student Signature:	Father's/Guardian Signature	Mother's Signature
Student Name in full:	Father's/Guardian Name:	Mother's Name:

- N. B.
- (1) Total income of the family should include income of Student, his/her father & mother only.
  - (2) If both father and mother of the Student are deceased, the income in the name of Student only need be shown.
  - (3) Family Income for the purpose is defined as under:-
    - (a) In the case of salaried class, basic pay, Dearness Allowance, CCA, and other allowances.
    - (b) Income not liable to income tax, such as Agriculture income etc., the agricultural income should be included in the assessment of gross total income.
  - (4) Please submit copy of verified parent's acknowledgement of ITR with computation for the financial year 2021-22 (assessment year 2022-23). Non-submission of parents ITR will lead to rejection of application.



## Family Income Certificate Issuing authority in various States / Union Territories

Sl. NO.	State / Union Territory	Income Certificate Issuing Authority
1.	Andaman & Nicobar	Tahsildar
2.	Andhra Pradesh	Tahsildar
3.	Arunachal Pradesh	District Magistrate & Collector
4.	Assam	Revenue Circle Officer
5.	Bihar	Circle officer of Circle office
6.	Chandigarh	Subdivisional Magistrate
7.	Chhattisgarh	NaibTahsildar
8.	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar, Daman and Mamlatdar
9.	Delhi	SDM of Govt. of NCT of Delhi
10.	Goa	Mamlatdar of all Talukas
11.	Gujarat	District Collector / Deput Collector / Asstt. Collector / Prant Officer /Mamlatdar
12.	Haryana	CRO (Tehsildar / NaibTehsildar Concerned)
13.	Himachal Pradesh	Tahsildar of Revenue Department
14.	Jammu & Kashmir	Sub Divisional Officer in each District
15.	Jharkhand	Sub Divisional Officer of Each District
16.	Karnataka	Tahsildar
17.	Kerala	Village Officers
18.	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDO in the remaining Islands
19.	Madhya Pradesh	Tahsildar/NaibTahsildar
20.	Maharashtra	Tahsildar
21.	Manipur	District Authorities i.e. DC/ADC/SDO (not below the rank of SDO/SDM
22.	Meghalaya	Employer in case of Govt. Employee and by the MP/MLA/DC/SDO Civil in case of others.
23.	Mizoram	District Magistrate or any other officers authorized by District Magistrate
24.	Nagaland	Dy. Commissioners, addl. Dy. Commissioners and Sub-Divisional Officers @
25.	Orissa	Revenue Officers
26.	Punjab	CRO (Tehsildar /NaibTehsildar concerned)
27.	Pondicherry	Tehsildar
28.	Rajasthan	Tehsildar
29.	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management & Development Deptt.)
30.	Tamil Nadu	Zonal Deputy Tehsildar
31.	Tripura	Deputy Commissioner of Respective Districts
32.	Uttar Pradesh	Tehsildar
33.	Uttaranchal	Tehsildar / SDM/ City Magistrate
34.	West Bengal	<ol style="list-style-type: none"> <li>1. Dist.Magistrate or - District Level Addl.Dist.Magistrate</li> <li>2. Sub-Divisional Officer - Sub-Divisional Level of the concerned</li> <li>3. Block Development Officer - Block Level of the concerned Blocks</li> <li>4. The Collector, Kolkata - Kolkata Municipal Corpn.</li> <li>5. The Collector, Kolkata - Students residing within civil Jurisdiction of Hon'ble High Court, Kolkata</li> <li>6. Other areas covered in Kolkata Police are concerned i.e. areas over which Collector, Kolkata does not exercise jurisdiction – Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective districts i.e. South 24 Paraganas and North 24 Paraganas.</li> </ol>