



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
BHUBANESWAR - 751013

FEATURES AND GUIDELINES OF MERIT-CUM-MEANS (MCM) SCHOLARSHIP FOR THE 1st YEAR STUDENTS (FRESHERS) OF IIT BHUBANESWAR FOR THE ACADEMIC SESSION 2011-12

ELIGIBILITY CRITERIA :

MCM SCHOLARSHIP-2011-12(Fresh):

a) MERIT CRITERION (For Fresh Students):

The students should have obtained atleast 60% Marks in Aggregate (i.e. Marks obtained in Class XII/HSC Exam.) or a Grade corresponding to 60% marks in the qualifying examination for JEE.

b) MEANS CRITERION :

The Gross Annual Income of a student's Parents/ Guardian and his family from all sources in the preceding Financial Year of 2010-11 (From 1st April 2010 to 31st March, 2011) must not exceed Rs. 4,50,000/- (**Rupees Four Lakhs Fifty thousand**) as recommended by the IIT Council and approved by Govt. Of India, **Min. of HRD** (Deptt. Of Higher Education , Technical Section-I) **Memo No. F. No. 19-3/2009 dt.18.12.2009.**

Other Features and Guidelines of Merit-Cum-Means (MCM) Scholarship

- i) A Cash Scholarship of the value of Rs.1000/- p.m. will be awarded to all categories of students whose academic performance is consistently good and who satisfy both the prescribed Merit & Means Criteria as stated above.
- ii) Besides, all MCM Scholarship recipients (General Category's students only) will be entitled to exemption of Tuition Fees for both the semesters. They will, however, be required to pay all other prescribed fees.

N. B. : Numbers of MCM Scholarship awardees shall be restricted to 25% of the students admitted in each year.

FREE STUDENTSHIP(Only Tuition Fee waiver): Only for General/OBC students

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 and subject to clearing all prescribed credit requirement during the session 2010-11 without any backlog subject.

N.B : Number of Free- studentship awardees shall be restricted to 10% of the total students strength, admitted in each year.

Students are advised to obtain the MCM Scholarship Application Forms (to be downloaded from Institute **Web page**) as applicable according to their guardians' occupation along with all Annexures , Guardians' Income Certificate etc. , and submit the forms duly completed with all relevant documents as stated in the **Annexure-II " List of Documents to be submitted"** to the Academic Section in a closed envelop on or **before 25th August ,2011**



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Annexure : I

GUARDIANS' ANNUAL INCOME :

- i) In the case of **SALARIED PERSON AND PENSIONER**(i.e. studentsparents/guardians who is/are in employment /pensioners), total emoluments including all allowances, D.A., D.P./D.Relief/ HRA, honorarium, bonus special pay etc. received in the Financial Year 2010-11 (from 1st April 2010 to 31st March,2011)shall be taken into account for computing gross annual income of the employee/pensioner: **(Copy of IT Form 16 to be issued by the concernedEmployer / ITR Form duly attested by the Employer must be submittedalongwith MCM Application for the purpose).**
- ii) In case of **NON-SALARIED CLASS**such as Businessman, Medical/LegalPractitioner, Agriculturist, Investors, Industrial Consultant, Contractor, Private Tutor, Retired without Pension, Self-employed person etc.(Other than Salaried Class and Pensioners), their Gross Income for the financial Year 2010-11 (from 1st April 2010 to 31st March,2011) will be taken into consideration for computing their Gross Annual Income. Such persons required to submit the following documents in support of their Annual Income.:
- a) Annual Income Affidavit in Non-Judicial Stamp as stated in **Annexure-IV-MANDATORY**
- b) Attested copy of Income Certificate to be issued from local District Authorities like M.R.O.(Mandal Revenue Officer/TAHASILDER, Add. Distrct Magistrate/Local Municipal Corporation /Gram Panchayat etc. - **MANDATORY**
- c) Attested copy of ITR/Income Tax Return /SARAL Form etc, as applicable, in prescribed form alongwith MCM Application, - **IF APPLICABLE.**

NOTE : While computing the Total Income, 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.



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Annexure : II

LIST OF DOCUMENTS TO BE SUBMITTED

*FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH
MCM SCHOLARSHIP APPLICATION FOR 2011-12(Freshers) for different Classes of Occupational Status*

- 10+2 Mark Sheet (Duly Attested)

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

- a)Salary Certificate for the Financial Year 2010-11 (from 01.04.10 to 31.03.11) in prescribed Form 'A' given in Annexure III duly sealed/stamped by the Salary Disbursing Officer.
- b)Attested copy of IT Form 16 to be issued by employer/ attested copy of ITR/SARALForms applicable, for the year 2010-11 (Assessment Year 2011-12) duly stamped/sealed from by the competent authority to be submitted as an additional supporting documents.

II)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, Private Tutors, Contractors, Consultants etc).

- a)An Annual Income Affidavit for the financial year 2010-11 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 IV**.
- b) An Income Certificate from local District Authorities like M.R.O./ TAHASILDAR / Add. District Magistrate/ Local Municipal Corporation / Gram Panchayet etc. in addition to Income Affidavit as stated in (a) above and other documents as stated (c) & (d) below.

N.B.:Submission:- These two documents as stated in 2(a & b) above , are mandatory for any class of occupation, specially for NON- SALARIED GUARDIANS.

- c) Attested copy IT Return/ Income as applicable (to be attested by a Gazetted Officer), for the year 2010-11 (Assessment Year 2011-12) duly stamped/sealed from concerned Income Tax Office.
- d) Attested copies of Trade/Professional License, Sales/Commercial Tax Registration Certificate to be issued by the competent authority, if applicable. ***Copy of Registration Certificate must be submitted in case of Medical Practitioner and LegalPractitioner.***
- d) Those who retired without Pension,they have to submit Retirement/Termination/Superannuating documents(letter or papers)etc. in addition to Income Affidavit , Income & Non-employment Certificate from local District Authoritieslike M.R.O./TAHASILDER/ Add. District Magistrate/Local Municipal Corporation etc. in addition to Annual Income Tax, if applicable as stated in II.(a, b,& c) above.

III)For Pensioners/Family Pensioners

- a) Annual Pension Payment Certificate for the year 2010-11in prescribed **Form 'C'** given in **Annexure V** to be issued by the Pension Disbursing Officer. THIS IS MANDATORY
- b) An Income & Non-employment Certificate from local District Authorities like M.R.O./ TAHASILDER/Add. District Magistrate/ Local Municipal Corporation/Gram Panchayet etc. also to be submitted in addition to other 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 etc. and attested of IT Documents, if any(such as ITR/SARAL form/ IT Form 16,ITR etc. for the current year, if applicable).



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**APPLICATION FORM FOR MERIT-CUM-MEANS SCHOLARSHIP
& FREESTUDENTSHIP FOR STUDENTS(Fresh)FOR THE SESSION 2011-12**

Stamp Size
Photograph

LAST DATE OF SUBMISSION: 25th August, 2011

N.B.: Before filling the form, read carefully the enclosed Notification, "List of Documents to be Submitted "along with the application

1. Name of Applicant: _____

2.(i) Institute Roll No: _____

(ii) Hostel & Room No. : _____ (iii) Name of Bank & A/c No: _____

Category (GE/ SC/ ST/ PH)(Tick as applicable)
(Submit Caste Certificate, if necessary)

3. e-mail ID & Mobile Ph.No. of the Student, if any :

4. **MERIT STATUS (For the Students of 1st Year B. Tech Programme) :**

a) Percentage of marks (in 10+2/ Qualifying Exam. for JEE) :

(Attested copy of Marks Sheet to be enclosed)

5. MEANS STATUS

ANNUAL INCOME OF FAMILY

i) Father's Gross Annual Income : _____

ii) Mother's Gross Annual Income (if any) : _____

iii) Annual Income from other source ,if any : _____
(i.e. Investment in Bank/ Post Office/UTI/LIC/
Share/Debenture/Landed property Income in the
name of student etc. if any to be mentioned)

TOTAL of 5 (i) + (ii) + (iii) above : Rs: _____

6. Father's/Guardian's Occupation : _____

Write specific present occupation against Col. 6 above

Such as SERVICE/ BUSINESS/ AGRICULTURE /PENSIONER/

LEGAL PRACTITIONER/ MEDICAL PRACTITIONER /RETIREDWITHOUT PENSION/

CONSULTANCY/AGENCY/PRIVATE TUTOR/SELF EMPLOYED / ANY OTHER

(Delete which is not applicable)

Contd...2

7) **Mother's occupation** : _____

(If employed, Income/Salary Certificate as stated in Form "A" (Annex:III) with attested copies of Income Tax documents for the current year to be enclosed duly filled in)

8) i) **Name of Father** : _____

ii) **Name of Mother** : _____

iii) **Name of Present Guardian** : _____

(if parents are not alive and his relationship with student. Legal documents for such guardian , to be enclosed)

9) **Present Postal Address** :

Following to be filled in case of Businessman. Medical / Legal Practitioner/ Consultant/ Agent etc. as applicable :

i) Name & Address of Firm /Organization/Shop : _____

ii) Nature of Business/Trade : _____

10) Declaration

I declare the following:

i) I am not in receipt of any other Scholarship/Stipend /Fin .Assistance etc. from any other source.

Further I aware that, if at any stage the information/statement given above, are found false/incorrect, my candidature will automatically be rejected and I shall be bound to refund the entire amount(if paid to me towards MCM Scholarship & Free studentship) to the Institute immediately.

**SIGNATURE OF THE FATHER/
GUARDIAN WITH DATE**

**SIGNATURE OF THE STUDENT
WITH DATE**

Encl. : Guardian's/ Annual Salary/Income Certificate/Affidavit in prescribed form with all requisite Income Tax documents for current year as asked.

(Delete which is not applicable)

NOTE: FOLLOWING DOCUMENTS TO BE SUBMITTED AS PER GUARDIANS' OCCUPATIONAL STATUS

A) if Employed: In Govt. or Pvt. Service

(Income/Salary Certificate in Form 'A' as stated in Annexure-III to be enclosed duly filled in along with attested copies all Income Tax documents for the current year, as asked in the item 1 a & b of Annexure-II 'List of documents to be submitted') to be enclosed.

B) if Businessman/ Agriculture/Medical/Legal Practitioner/ Retired without Pension/Self Employed/Private Tutor/Consultant /Agent etc. :

(Affidavit for Family Annual Income as per format given in Form 'B' –Annex: IV along with Income Certificate from Govt. authority, **WHICH ARE MANDATORY.**

Income Tax documents etc. as asked in the item 2 a & b of Annexure-II 'List of documents to be submitted'.) to be enclosed) (Copy to be enclosed).

C) if Pensioner :

(PP Certificate in Form 'C' as stated in Annex; V with all relevant documents as asked in the item 3 (a) & (b) Annexure-II 'List of documents to be submitted'.) to be enclosed.

i) Name & Address of Ex-Employer : _____

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/post 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) Special Pay & Honorarium, Bonus etc., if any	:
v) Other Allowances, if any	:

TOTAL Rs. : _____

Employer’s Signature:

Designation :

Date: **(Official Seal)**

- N.B. : i. All the entries as stated above must be matched by attested copy of IT Form 16 / ITR Form for the corresponding year (current year) duly signed and sealed by the concerned I.T. Office.
- i. Guardians whose annual gross income is low and need not file IT Returns(IT form 16) as per I.T. Rules in force, they have to submit a Certificate from Employer/Salary disbursing officer stating that their annual income is Not Taxable and they need not produce IT Form 16 .
 - ii. Attested copy of Annual Income Certificate for 2010-11 from Local District Authority as stated in Col. 2(b) of Annexure- II. Submission of these two documents are Mandatory for Lower Income Group(who could not submit IT 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.
+ i to v of Part -1 (as stated above)
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, Bhubaneswar, 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 later on.

Date:

Signature of the Father /Guardian: _____

Full Name : _____

Address with Pin Code : _____

Phone No. (Landline /Mobile No, if any) : _____

Annexure : IV

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:

1. My son/daughter Shri/Miss _____ is currently studying at the Indian Institute of Technology, Bhubaneswar, in 4-year B.Tech.(Hons.) /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 1 April, _____ to 31 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 :** Rs. _____ p.a.
(i.e. Retirement Benefits for VRS/VSS etc., if any)

(B) Income of my wife/husband (if any): Rs. _____ p.a.

(if employed, Salary certificate from Employer to be enclosed)

(C)Income in the name of my son/ward (if any) : Rs. _____ p.a.

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, Bhubaneswar 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.

(Signature of Father/Guardian)

Sworn before me this _____ day of _____ 20_____ and signed.

(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:

ITEM TOTAL AMOUNT FOR 12 MONTHS

1) Basic Pension / Family Pension : _____

2) Dearness Relief : _____

3) Other Allowances, if any : _____

Total :

Signature of Ex-Employer/Pension:

Disbursing Authority: _____

Designation: _____

Date :

(Official Stamp)

: 8:

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.

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, Bhubaneswar, 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. (Landline /Mobile No, if any) : _____

N.B. :Those Pensioners, who do not require to submit Income Tax Return(ITR) due to Low Annual Pension/ Income, but they have to submit an Income & Non-Employment Certificate from local District Authorities like M.R.O. / TAHASILDER/Add. District Magistrate/ Anchal Officer, Local Municipal Corporation etc. as applicable along with Annual Pension Certificate duly filled in as per above stated format.