



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

Date : 07.06.2022

**NOTICE**

The link for uploading family income document for the academic session 2022-23 will be opened shortly. All students who are interested to avail tuition fee waiver/ MCM and any other scholarship or awards and prizes 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 **31<sup>st</sup> October 2022**.

**For Tuition fee waiver :**

All students who would like to avail tuition fee waiver must upload family income document for **Financial Year 2021-2022**.

If the full fee is paid before the verification of the family income document, the excess amount arising out of the fee waiver will get **adjusted of spring semester 2022-2023**.

In the event of not verifying the income document the student will be charged full tuition fee for **Autumn and Spring Semesters for the session 2021-2022**.

**For MCM/Endowment MCM Scholarships :**

Students who want to avail Institute MCM or Endowment Scholarships or any awards and prizes must upload their family income documents in ERP and get it verified by Academic Section for **Financial Year 2021-2022 in the ERP**.

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

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**For all other outside Scholarships, Loans, Interest subvention etc. related to Family Income :**

Students (**including SC/ST/PD**) who want 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 2021-2022**.

**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**.

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

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).

**All income documents should be issued for the Financial Year 2021-2022.**

**In all documents the Financial year 2021-2022 should be clearly mentioned. Date of issue of the certificate will not be considered as indication of Financial Year, unless or otherwise certified by the issuing authority.**



**Deputy Registrar**

**FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2021-2022**

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 2021-2022.**

**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**

(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 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 :

- 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.

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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 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.

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(Signature of Father/Mother/Guardian)

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_\_ and signed.

(SEAL)

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Signature of First Class Magistrate /Notary Public