**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

****

**Merit-Cum-Means Scholarship Form**

**Session 20\_\_\_\_\_\_\_\_**

Roll No:

Discipline:

Programme (M.Tech/B.Tech/Ph.D):

CGPA (latest):

Semester:

**Personal Details**

1. **Name:**
2. **Nationality:**
3. **Category: ST SC GEN OBC PH**
4. **Gender: Male Female**
5. **Date of Birth: Year Month Date**
6. **Father’s Name:**
7. **Mother’s Name:**

|  |
| --- |
|  |
|  |
|  |
| **City:** | **State:** |
| **Pin Code:** | **Ph. No. of Parents** |

1. **Mailing Address of Parents:**
2. **Bank Account Details:**

|  |
| --- |
| **Bank Name & Branch:** |
| **Account Holder’s Name:** |
| **Account No:** |
| **Savings/Current Account:** | **IFSC Code:** |

1. **E-Mail I.D & Ph. No.:**
2. **Alternate E-Mail I.d:**

 **12. Declaration by the Student:**

1. I hereby declare that the information given above is correct.
2. I am availing/ not availing any other scholarship from any other source.
3. **If Yes,** details of the source from where scholarship is availed and since when\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. I shall abide by the terms and conditions of the merit scholarship.
5. I undertake that if at any stage, it is found by the sanctioning authority that the information given by me is false or if I violate the terms and conditions of the scholarship, the scholarship sanctioned to me may be cancelled and necessary amount, if any, will be refunded back to the Institute.

 Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

 Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature of the Candidate***

**13. Family’s Annual Income:**

|  |
| --- |
|  i) Father’s Gross Annual Income: |
|  ii) Mother’s Gross Annual Income (if any): |

 iii) Annual Income from other source, (if any):

 **14. Father’s/Guardian’s Name & Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **15. Mother’s Name & Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**16. For Office Use: (to be filled by departmental Office)**

 A. Attendance % in the last Semester:

 B. Disciplinary Conduct: (remarks in the form by disciplinary committee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Verified by Chairman, Disciplinary Committee**

**17. Verification or information to be furnished by the Head of Institute/Authority**

 It is certified that the information filled in the above mentioned columns by Mr/Ms . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . S/o, D/o Mr. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . who is admitted in . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Programme for the academic year . . . . . . . . . . . . in . . . . . . . . . . . . . . . . . . . . . . Institute is correct.

 Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

 Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Head of Department/First Year Co-ordinator**

 **Recommended:**

 **Chairman, Screening Committee**

 **Approved:**

 **Director, NITM**

**Annexure :I**

**LIST OF DOCUMENTS TO BE SUBMITTED**

**FOLLOWING DOCUMENTS HAVE TO BE SUBMITTED ALONG WITH MCM SCHOLARSHIP APPLICATION. 2014-15**.

1. **For the Salaried Class (Parents/Guardians who are in Service either in the Govt. Or Private Sector:**
2. Salary Certificate for the Financial Year 2017-18 (from 01.04.17 to 31.03.18) in prescribed Form ‘A given in **Annexure II** duly sealed/stamped by the Salary Disbursing Officer along with a copy of latest salary slip.
3. Attested Copy of IT Form 16 to be issued by employer for the year 2017-18(Assessment Year 2018-19)

 N. B.: SUBMISSION OF **THESE TWO DOCUMENTS ARE MANDATORY**. Please note that Low income group of salaried class people, who need not submit IT Form16, they have to submit an attested copy of Income Certificate from Local District Authorities like S.D.O./B.D.O./M.R.O./TAHASILDER/Chairman/Executive Officer of Municipal Corporation etc. instead of IT Form16.

**2) For Non-Salaried Class (Guardians who are not in Service such as Businessman, Agriculture/Legal or Medical Practitioners, Consultants, Private Tutors, Retired without Pension/Agent/Self-employed persons, etc)**

1. An Annual Income Affidavit for the financial year 2017-18 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 III .**
2. Attested Copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TAHASILDER/Chairman/Executive Officer of Municipal Corporation, etc in addition to Income Affidavit and other documents as stated above and below.

 N.B.:SUBMISSION OF THESE TWO DOCUMENTS as stated in 2 (a & b) above, ARE MANDATORY FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED 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, if applicable (to be attested by a Govt Officer), for the year 2017-18 (Assessment Year 2018-19) 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 has to submit Retirement/Termination/Superannuating letter/documents/papers, etc, in addition to Income Affidavit, Income and non employment Certificatefrom Local District Authorities like SDO/BDO/MRO/Tahasilder, Local Municipal Corporation, etc and also Income Tax Documents, if applicable, as stated in item 2) a & b above.

1. **For Pensioners/Family Pensioners:**
	* 1. Annual Pension Payment Certificate for the year 2017-18 in prescribed For ‘C’ given in Annexure IV to be issued by the Pension Disbursing Officer along with a copy of latest pension received.

b) An Income& Non-employment Certificate from Local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Chairman/ Executive Officer of Municipal Corporation etc. for the year 2017-18 also to be submitted in addition to other documents as stated in item 3) a & b above.

 **N.B.: SUBMISSION THESE TWO 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/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).

***Annexure : II***

***FORM – A***

**ANNUAL INCOME CERTIFICATE FOR THOSE PARENTS/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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the organisation), 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 :

|  |  |
| --- | --- |
|  ITEM  | TOTAL AMOUNT FOR 12 MONTHS |
|  i) | Basic Pay  |   |
| ii) | D/Pay  |   |
| iii)  | DA/ADA/Relief |   |
| iv) | H. R.A. |   |
| iv)  | Special Pay & Honorarium, Bonus, Arrears, etc. ,if any |   |
| v) | Other Allowances, if any  |   |
| Grand Total |   |

|  |  |  |
| --- | --- | --- |
|  | **Employer’s Signature :****Designation**  |  |

 **Date :**

 **(Official Seal)**

**N.B. 1):** All the entries as stated above must be supported by attested copy of IT Form 16 / ITR Form for the corresponding year.(current year) if applicable.

2) Guardians whose annual gross income is low and need not submit IT Form16, **have to submit (i)** a certificate from Employer/Salary disbursing officer sating that their annual income is Not Taxable and they need not produce IT Form 16 and **(ii)** Attested copies of an Annual Income Certificate for 2017-18 from District Authority like S.D.O./B.D.O./Tahalsidar, Anchal Officer, Executive Officer of Municipal Corporation/ Gram Panchayet etc.

Contd…

: 2 :

**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:**  | **Amount in Rs.** |
| a) | Landed Properties (Certificate from Tahsilder/Gram Panchayat) |   |
| b) | Agriculture |   |
| c) | Investment in Bank/Post Office/Unit Trust etc. |   |
| d) | Share Certificates/Debentures |   |
| e) | Other Sources |   |
| f) | Total of Salary Income as stated in item No.2 of Part-I , ( Pl. see pre-page) |   |
|  **Gross Total Annual Income (add all of the above)** | **Rs.** |

*Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of the National Institute of Technology, Meghalaya, 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 be 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 Father /Guardian** | **:** |
|  | **Full Name** | **:** |
|  | **Address with Pin Code** | **:** |
|  |  **Phone No., if any** | **:** |

***Annexure : III***

***FORM – B***

**(FOR USE BY THOSE GUARDIANS WHO ARE NOT IN EMPLOYMENT ANYWHERE**

**AND DOES NOT DERIVE INCOME FROM SALARY/PENSION)**

I, Shri/Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a resident of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

solemnly declare that :

2. My son/daughter Shri/Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is currently studying at the National Institute of Technology, Meghalaya, in 4-year B.Tech.(Hons.) in the Branch of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. He/She is an applicant for the award of Merit-cum-Means Scholarship / Free

Studentship for the Academic Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. 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  | **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/husband (if any)** |  |
| ( if employed, Salary certificate from Employer to be enclosed) | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
| **(C) Income in the name of my son/ward (if any)** | **Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_p.a.** |
|  |  |
|  **GROSS TOTAL INCOME (A+B+C) :** |  |

Contd..

: 2 :

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship if awarded to my son/daughter , is liable to be withheld or discontinued at the discretion of the authorities of *National Institute of Technology, Meghalaya*, 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)**

***Annexure : IV***

***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 /FamilyPension :** |
| 1. | Name and address of the Ex-Employer | : |
|  | with P.P.O. No. |  |

1. 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** |
| i) | Basic Pension/F. Pension | : |
| ii) | Dearness Relief | : |
| iii) | Other Allowances, |  |
|  | Arrears, if any | : |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Total** | **:** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Ex-Employer/Pension**

**Disbursing Authority : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date :**

 **(Official Stamp)**

Contd…2

: 2:

**PART – II :** **Income from Other Sources**

**DECLARATION BY THE PARENT/ 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:**  | **Amount in Rs.** |
| a) | Landed Properties (Certificate from Tahsilder/Gram Panchayat) |   |
| b) | Agriculture |   |
| c) | Investment in Bank/Post Office/Unit Trust etc. |   |
| d) | Share Certificates/Debentures |   |
| e) | Other Sources |   |
| f) | Total of Salary Income as stated in item No.2 of Part-I , ( Pl. see pre-page) |   |
|  **Gross Total Annual Income (add all of the above)** | **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 National Institute of Technology, Meghalaya, 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/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: (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 attested copies of Income & Non-Employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Anchal Officer, Local Municipal Corporation etc. as applicable along with Annual Pension Certificate duly filled in as per above stated format (Form-C, Annexure- IV)**