



**FINANCIAL ASSISTANCE TO THE STUDENTS UNDER
ECONOMICALLY WEAKER SECTION (EWS) SCHEME 2014-2015**

1. INTRODUCTION

The University has the scheme to grant financial assistance to the students of the University belonging to the Economically Weaker Sections of the society. The purpose of the scheme is to enhance the accessibility of students belonging to Economically Weaker Section of the Society in the higher education. The University has evolved an objective and transparent mechanism to assess the eligibility of the students for this scheme.

2. THE KEY FEATURES OF THE SCHEME

- i) The scheme is open to all the students of the University who fulfill the eligibility criteria as laid down herein below.
- ii) In this scheme, a duly constituted committee of the University assesses the economic condition/financial requirements of the applicants' parents/family and based on its recommendation grants financial assistance to such students. The Committee takes into account factors like the livelihood pattern of the family, the locality of habitation of the family, the nature and number of dependents, the socio-economic strata of the family, the financial needs of the student and the family, the state of health of the dependents of the family, the nature of schooling and academic merit of the applicant and such other relevant parameters on which the economic condition and the financial needs of the family/applicant may be assessed. In certain cases, the committee may recommend physical inspection of the home and the living standard of the family to assess the economic condition.
- iii) The maximum limit of financial assistance given to an applicant will not be more than Rs. 50,000/- in an academic session. However, in exceptional circumstances, for the reasons and justification put on record, the Committee may recommend the grant of financial assistance exceeding Rs. 50,000/-.
- iv) The submission of application for consideration of the request for financial assistance does not *per se* create any right in the applicant for the grant of financial assistance. In all cases, the grant of financial assistance is subject to fulfillment of eligibility criteria for grant of financial assistance, the consideration of the duly constituted committee and the approval of the Competent Authority. The decision of the Competent Authority shall be final and no request for reconsideration of the recommendation of the committee and the decision of the Competent Authority shall be entertained.

3. ELIGIBILITY CONDITIONS:

- i) The applicant should be a regular student of the University.
- ii) The income of the family from all sources, to which the applicant belong should not be more than Rs. 2,00,000/- per annum.
- iii) The applicant/applicant's family should hold either a BPL Ration Card or an AAY Ration Card or an family Income Certificate issued by the SDM or any other officer authorized in this behalf by the Revenue Department that the total annual income of the family is not more than Rs. 2,00,000/-. The date of issue of Income Certificate should not be more than 1 year prior to the date of issue of this notice.
- iv) An applicant availing any kind of financial assistance or scholarship from any other sources of the Government or otherwise shall be eligible for grant of financial assistance. However, in all such cases, the amount of financial assistance being availed by the applicant from other sources shall be deducted from the total amount of financial assistance recommended by the committee under the EWS scheme.

- v) Following students/applicants shall not be eligible for grant of financial assistance under this scheme:
 - a) The students admitted through the Management Quota.
 - b) The student who has the status of failure in any of the subjects in any of the semesters on the last date of submission of application form.
 - c) The applicant detained in any semester examination of the course due to shortage of attendance.
 - d) The applicant penalized by the University or the institutes for any act of indiscipline during the course.
- vi) Every applicant shall be required to submit application on prescribed format, with all requisite documents enclosed, on or before the closing date of this scheme to the Director/Principal in case of affiliated institutes and Dean in case of University Schools of Studies for onward forwarding and submission to the Directorate of Students' Welfare.

4. DOCUMENTS REQUIRED:

- i) Duly filled application form on the prescribed format for each academic year.
- ii) A copy of BPL Ration Card/AAY Ration Card (the name of applicant should be mentioned on the Ration Card).

OR

- Copy of the family Income Certificate issued by the Area SDM or other officer authorized in this behalf by the Revenue Department of the Government. Date of issue of Income Certificate should not be more than 1 year prior to the date of issue of this notice.
- iii) An Affidavit attested by public notary by the applicant if he/she is more than 18 years age or by the guardian of the applicant if he/she is less than 18 years of age in the prescribed proforma.
- iv) The University Admission Slip issued at the time of Counselling/admission.
- v) Marksheets of all previous academic qualifications from class-X.
- vi) In case of old students, copy of all semesters' examination of the University.
- vii) Copy of latest fee receipts issued by the University/Institutes.
- viii) Copy of **passbook and a cancelled cheque of saving bank account of applicant** for remittance of financial assistance if granted by the University through NEFT/RTGS. **The Bank Account should be in the name of student. Name of student, bank account no. & IFSC Code must be mentioned on the copy of passbook/cheque.**
- ix) Letter of recommendation for consideration of the request for grant of financial assistance issued by the Dean / Principal/ Director in the prescribed format.
- x) All the documents, testimonials submitted with the application form should be self attested and duly verified by the Dean/Director/Principal.

5. SUBMISSION OF APPLICATION FORM

- i) Duly filled application form with all requisite documents should be submitted to the Dean in the case of USS and Director/Principal in the case of affiliated institutes on or before the closing date for submission of application.
- ii) No application will be accepted directly from the applicants/parents. All applications should be forwarded to the Directorate of Students' Welfare through proper channel.
- iii) It shall be the duty of the Dean/Director/Principal:
 - a) To record the statement of recommendation which may include the statement of no-recommendation. Wherever, the case is not recommended for grant of financial assistance, a justification should be recorded for not recommending the case.
 - b) To forward all applications which have been submitted to the Directorate of Students' Welfare within 7 days of the closing date.

The Directorate of Students' Welfare shall not be responsible for any delay in forwarding of the application form by the Dean/Director/Principal and in all such cases of late submission, the consideration for grant of financial assistance may be denied.

- c) To check, scrutinize and verify the eligibility of the applicant and the documents based on which the eligibility is claimed. It should be ensured that all the documents submitted with the application are well tagged to avoid any loss of papers.

- d) **The incomplete, delayed applications and the applications of ineligible applicants may be rejected at the level of Dean/Director/Principal.** In all such cases of rejection, the statement stating the reason of rejection should be stated on the application and return the same to the applicant within 3 days of submission of application. Any applicant not satisfied by the decision of rejection may appeal to the Director, Students' Welfare within 7 days of the communication of rejection.
- e) **Only complete applications of the eligible students will be accepted through proper channel in the Directorate of Students' Welfare before last date for submission of applications.**

6. PROCEDURE FOR CONSIDERATION OF APPLICATION

- i) All applications received in the Directorate of Students' Welfare through Dean/Director/Principal shall be notified on the University's website, i.e., www.ipu.ac.in
- ii) The applicants and their guardians shall be required to appear before the committee as per the schedule and venue notified on the University's website by the Directorate of Students' Welfare. The schedule of interview shall in all probability be notified in the first week of December. No personal or separate communication/information to this effect shall be given to the applicants.
 - a) The applicants and their guardians should present before the committee the justification for grant of financial assistance. The applicant shall be required to produce all relevant documents in original based on which the justification for grant of financial assistance is made.
 - b) The applicant shall also be required to produce the documents in original based on which the eligibility for claim of financial assistance is made.
 - c) The applicant should carry a self attested copy of all the documents based on which the eligibility and the request for grant of financial assistance is made.
- iv) The applicants and their parents, who do not appear before the committee on scheduled date and time, will forfeit their claim of financial assistance under EWS Scheme. No request for personal appearance before committee will be considered after the scheduled date.
- v) The list of applicants who are approved for financial assistance by the Competent Authority under this scheme shall be notified on the University's website. No separate intimation shall be given to the applicants who are recommended/not recommended for financial assistance under this scheme by the committee.
- vi) All the applicants, who apply under this scheme, are advised to access the website on regular intervals for updates. No separate information shall be sent by post or conveyed telephonically.

7. GUIDELINE FOR THE COMMITTEE:

1. The committee should consider the request of applicants for grant of financial assistance keeping in view the purpose and objective of the scheme.
2. The committee should assess the economic condition of the applicant based on specific criteria and information thereof provided in Part-II of the application form.
3. In cases where the applicants who have been granted financial assistance in previous year(s), the committee should consider the extent of financial assistance on the basis of academic performance subject to fulfillment of the laid down eligibility criteria of the scheme. Wherever, the committee finds the beneficiaries of the scheme doing outstanding academic performance, it should consider the grant of financial assistance appropriately to motivate the applicant.
4. In case of 'single girl child' applicants, the committee should consider it appropriately for financial assistance to promote the overall gender justice and women empowerment in the society subject to fulfillment of laid down eligibility criteria of the scheme.

(Prof. C. S. Rai)
Director, Students' Welfare



Directorate of Students' Welfare
Guru Gobind Singh Indraprastha University
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

APPLICATION FORM FOR FINANCIAL ASSISTANCE UNDER EWS SCHEME-2014-2015

(to be filled in Block Letters)

PART-I
(Personal Information)

**PASTE
RECENT
PASSPORT
SIZE PHOTO
HERE**

1. Name of the Student : _____
2. Place of Birth : _____
3. Sex (Male/Female) : _____
4. Permanent Address : _____

5. Correspondence Address : _____

6. Contact No. : (M) _____ (Tel) _____
7. Name of the Programme : _____ Current Semester _____
8. Name and Address of the Institute : _____
9. University Enrolment Number : _____
10. CET Rank: _____
11. Whether admission taken under Management Quota (Yes/No) : _____
12. Whether ever penalized for adopting Unfair Means in the Examination of the University (Yes/No) : _____
13. Admission Category (Delhi/Out Side Delhi & SC/ST/OBC/PH/Gen/ Kashmere Migrant, etc): _____
14. Have you received financial assistance under EWS Scheme from this University in the last year : Yes/ No
i) If yes, please mention the amount received :(Rs. _____), in words _____
15. **Bank Account Details (the bank account must be in the name of applicant):**
 - i) Bank Account No. _____
 - ii) Name & Address of Bank _____
 - iii) IFSC code: _____

16. Educational Qualification (including marks of semester examination last appeared)

S.No.	Qualification	Board/ University	Name & Address of School / College	Year of Passing	Division	%age/ CPI*
1	10 th					
2	12 th					
3	Graduation (Mention the result semester wise)					
4	Any other					

PART-II

(Information for assessment of Financial Assistance)

Note:-Information should be filled up by the Applicant in column (B)

Sl No (A)	PARTICULARS FOR ASSESSMENT OF ECONOMIC CONDITION OF FAMILY (B)						Remarks of the committee member at the time of interview (C)																												
1	FAMILY ANNUAL INCOME		Rs. _____/- (as per certificate issued by the SDM)																																
2	DETAILS OF FATHER/GUARDIAN/MOTHER <input checked="" type="checkbox"/> (Please tick) <input type="checkbox"/> FATHER / <input type="checkbox"/> GUARDIAN Name: _____ Age: _____ Qualification: _____ Occupation: _____ Name & Address of Employer: _____ Monthly Income: _____/if retired, Monthly Pension (Rs.) _____ (In case Father passed away, enclose a copy of death certificate)																																		
3	<p align="center">MOTHER</p> Name: _____ Age: _____ Qualification: _____ Occupation: _____ Name & Address of Employer: _____ Monthly Income: _____/if retired, Monthly Pension (Rs.) _____ (In case Mother passed away, enclose a copy of death certificate)																																		
4	A. DETAILS OF SIBLINGS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S. No</th> <th style="width: 30%;">Name</th> <th style="width: 5%;">Age</th> <th style="width: 10%;">Studying OR Working</th> <th style="width: 10%;">Material Status</th> <th style="width: 20%;">If studying, mention School Name & Annual Fee</th> <th style="width: 10%;">Annual Income, if working</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> (In case siblings are studying, enclose a copy of fee receipt issued by the school/institute) B. Whether the applicant is a single girl child? _____						S. No	Name	Age	Studying OR Working	Material Status	If studying, mention School Name & Annual Fee	Annual Income, if working	1.							2.							3.							
S. No	Name	Age	Studying OR Working	Material Status	If studying, mention School Name & Annual Fee	Annual Income, if working																													
1.																																			
2.																																			
3.																																			
5	A. DETAILS OF DEPENDENTS IN FAMILY <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S. No</th> <th style="width: 40%;">Name</th> <th style="width: 10%;">Age</th> <th style="width: 45%;">Relationship</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> </tbody> </table> B. DETAILS OF HEALTH OF FAMILY MEMBERS (if any member is patient of Critical Diseases like heart, kidney, liver or any other, mention the details and attach their medical report) _____						S. No	Name	Age	Relationship	1.				2.				3.																
S. No	Name	Age	Relationship																																
1.																																			
2.																																			
3.																																			

6	A. STATUS OF FAMILY BACKGROUND, INCOME SOURCES AND PATTERN OF LIVELIHOOD _____ _____ _____ _____					
B. DETAILS OF LOCALITY & ACCOMMODATION a. Name of locality of accommodation: _____ b. Nature of accommodation Rented or owned: _____ c. Total Plot Area of House (Sq mtr.): _____ d. Total carpet area of Flat / Floor (Sq mtr.): _____ e. If any floor given on rent? If Yes, mention the monthly rent: Rs. _____ f. Is there any shop in house? if yes, details of business running & monthly income : _____						
C. DETAILS OF PROPERTY a. Agricultural land (Mention the area size and city): _____ _____ b. Any other immovable property of family: _____ _____						
7	DETAILS OF SCHOOL/COLLEGE OF APPLICANT					
	S. No.	Class	% of marks	Name of School/College	Govt. /Pvt.	If admitted through EWS Quota (proof of EWS quota should be attached)
	1.	X th	`			
	2.	XII th				
	3.	Graduation (% semester wise)				
8	DETAIL OF ANY OTHER SCHOLARSHIP/FINANCIAL ASSISTANCE					
	S. No.	Name & Address of the Organization	Amount of Monthly/ Annually Assistance Received	Period of Assistance		
	1.					
	2.					
Any other relevant information for requirement of financial assistance _____ _____						

* Note- Applicant may enclose documentary proof, if any, for justifying their economic condition and financial requirement of family.

UNDERTAKING

“I hereby declare that the above mentioned information furnished by me is true and correct to the best of my knowledge and belief. If any information provided in the application form is found incorrect at any stage or if it is found that I had failed in any one or more of the subject of the University examinations on the last date of submission of application or otherwise was ineligible to be considered for financial assistance under this scheme, my application may be rejected and amount, if any, received by me from the University shall be refunded along with penalty, as decided by the University. This is without prejudice to other disciplinary and other legal measures with the University may take besides the refund of the financial assistance received.”

Signature of Student

Signature of Parents/Guardian

Date: _____

Date: _____

PART- III - CHECKLIST & CERTIFICATION

***Note: All the columns of checklist should be verified by the authorized officer of the USS/affiliated institutes and certified by the Dean, USS or Director/Principal affiliated institutes.**

Name of Student: _____ University Enrollment No: _____
Name of Programme: _____ Current Semester: _____
Name of School/Institute: _____

Sl No.	Details of the documents (All the documents should be attached alongwith the application form)	Status of Documents
1	A copy of BPL Ration Card/ AAY Ration Card (the name of student should be mentioned on the Ration Card). <p align="center">OR</p> Income Certificate issued by the Area SDM or other officer authorized in this behalf by the Revenue Department of the Government. The date of issue of Income Certificate should not be more than 1 year prior to the date of issue of this notice.	YES/NO YES/NO
2	University Admission Slip	CET Rank: Enrollment No.
3	Back paper or failed in any previous semesters' exam.	YES/NO
4	Copy of all previous semesters' Marksheet for which results have been declared.	✓ Tick the Semester which marksheet has been enclosed. 1 st Semester 6 th Semester 2 nd Semester 7 th Semester 3 rd Semester 8 th Semester 4 th Semester 9 th Semester 5 th Semester 10 th Semester
5	Attested copy of 10th & 12th Marksheet	YES/NO
6	Total Fee paid by the applicant for the current academic year (Security or any other refundable amount should not be included alongwith total fee) All Fee Receipts issued by the institute/ University should be enclosed.	Fee Receipt No. _____ Date _____ Amount (Rs. _____) In words: _____
7	Copy of cancelled cheque and Pass Book of the Saving Bank Account. (Name of student, Bank account number and IFSC code should be mentioned on the cheque /Pass Book and highlighted)	YES/NO
8	Affidavit attested by notary as per prescribed format	YES/NO
9	In case the application is rejected, the reasons for such rejection	

Verified by:

(Signature)
(Name & Designation of the Officer)

CERTIFICATION/RECOMMENDATION

It is certified that:

1. the student has not been admitted through management quota and fulfills all the eligibility criteria as laid down in the guidelines for financial assistance under EWS Scheme of the University.
2. all the requisite certificates & documents attached with this application have been verified from the records available in the office.
3. the applicant has not been detained in any semester examination of the course due to shortage of attendance.
4. the applicant has not been penalized for any act of indiscipline during the course.
5. the student is availing financial assistance/scholarship of amount of Rs. _____/- from any sources Govt. or otherwise as per the office record. (if not availing any financial assistance mention **Nil** against the amount)
6. all the information furnished by the student in the application form is true to the best of my knowledge.

It is verified that the applicant belongs to an economically weak family. This application is being forwarded for consideration for grant of financial assistance under the Scheme of EWS.

In case applicant is not recommended for grant of financial assistance, reasons thereof should be mentioned here:

Signature & Full Name with Stamp of the officer
Dean, USS/Director or Principal of Affiliated Institute

(Please ensure that all the aforesaid information have been verified from the office records)

PART- IV

Format for Affidavit

(On Non-Judicial Stamp Paper of Rs. 10/- duly attested by Notary Public)

I/My ward _____(Name of the candidate),
Son/Daughter/Wife of _____(Father's/Husband's Name)
Resident of _____(Permanent address)
seeking grant of financial assistance under the EWS Scheme of the GGSIP University, hereby solemnly
affirm and declare

1. That the total Annual Income of my family from all sources is not more than Rs. 2,00,000/-
2. That the applicant is availing financial assistance/scholarship of amount of Rs. _____for academic purposes from any sources Govt. or otherwise. (if not availing any financial assistance mention **Nil** against the amount)
3. That the applicant does not have the status of failure in any subjects of any semester(s) on the date of swearing of this affidavit.
4. That the applicant is a single girl child in the family. (wherever applicable)
5. That the applicant fulfills all the eligibility conditions notified in the guideline for grant of financial assistance under the Economically Weaker Section (EWS) Scheme of the GGSIP University.

Deponent

VERIFICATION:

Verified at _____ on this _____ day of _____ 2013
that the contents of the above Affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing material has been concealed therefrom.

Deponent

Notes:

- i) In case the candidate is minor i.e. below 18 years of age; in that case, the affidavit shall be signed by his/her parent/guardian.
- ii) Submission of false affidavit is punishable offence. If it is found at any stage that false affidavit was submitted, admission shall be cancelled and legal proceedings shall be initiated, for which candidate/parent/guardian shall be responsible.