



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

(A University Established under Sec.3 of UGC Act, 1956

vide Notification No. F.9-4/99-U.3 dated 4/8/2000 of Govt. of India)

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O.M.IIIT-A/FA/Int. 1075/2015

Dated: February 16, 2015

Office Memorandum

Subject: Scholarship to eligible students of Jammu and Kashmir under the J&K Special Scholarship Scheme

This is to notify that the All India Council for Technical Education have launched “**J&K Special Scholarship Scheme**” on selection basis for students from Jammu & Kashmir Region for academic session **2014-2015**. Students whose parental annual income is upto **Rs. 6, 00,000/-** would be eligible to apply. The income shown by the applicants would be subject to inquiry. The applicant should not be recipient of any other scholarship/financial assistances.

The maximum amount of scholarship would be **Rs. 1.25/-** lakhs per annum for Technical & Integrated courses towards meeting tuition fees as per actual or as per the norms laid down by State Fee Regulatory Authority, whichever is less and within the overall ceiling of the guidelines. In addition to this, hostel fees and incidentals will also be given for the course. The ceiling for this will be **Rs. 1.00/-** lakhs per annum, as per actual subject to production of receipts.

Students with domicile of **Jammu & Kashmir** who have passed Class XII or equivalent exam through the State Board of Jammu & Kashmir and from Central Board of Secondary Education (CBSE) affiliated schools situated within **Jammu & Kashmir** would be eligible. Students pursuing ‘Integrated Courses’ are also eligible for the scholarship.

For fuller information about the information about the scholarship scheme as also forms and formats in this regard, the intending applicants may visit the AICTE web portal (<http://aicte-jk-scholarship.in/Master/2014-2015.aspx>)

Encl: a/a

Copy to:

- Hon'ble Director for his kind information
- Prof. G.C. Nandi, Dean (Acad), IIIT-Allahabad

Sd/-
H.D.Tiwari
Advisor (Finance)

Instructions

Procedure/Documentation for release and settlement of claims under the Special Scholarship Scheme for Jammu & Kashmir

In order to bring clarity about the documents to be submitted along with the claim and also to put in place standardized reporting mechanism/formats so as to facilitate timely settlement of claims and release of funds under the Special Scholarship Scheme for Jammu & Kashmir, the following procedure and standard document formats have been evolved in consultation with Internal Finance Division of Ministry of HRD and AICTE:

A. Fresh Cases:

- (a)** Utilization Certificate in the format prescribed as **Annexure-I** for utilization of **at least 90%** of the funds provided for the preceding Academic Year. The unspent balance may be initially adjusted in the fresh release, which may be finally settled on receipt of the UC for utilization of the balance funds of the previous academic year within 6 months. Besides, as suggested by AICTE, Receipt and Payment Account maintained for the Scholarship by the institute for the funds released in the previous financial year, if any, in the format prescribed as **Annexure-II**
- (b)** List of students along with head-wise break-up of charges claimed under the scholarship Scheme. **Annexure-III**
- (c)** Fee receipts - tuition as well as Hostel charges, in original, where charged. **Annexure-IV**. In cases where fee is not charged by the College, a certificate from the college that no fee towards tuition as well as Hostel charges has been charged from the student(s) in the format prescribed as **Annexure-IV(a)**
- (d)** Certificate from the college authority about the fee structure– Tuition and Hostel charges, duly supported by the Resolution of the Governing Board/ State Fee Regulatory Authority's order with regard to the Fee structure **(Annexure –V)**.
- (e)** In cases of the institute which does not come under the purview of the State Fee Regulatory Authority, a certificate in the format prescribed as **Annexure -V (a)**
- (f)** In cases where the college/institute has not charged the fee from the students, the fee receipt need not be insisted upon and the scholarship may be released on the basis of the certification by the authorized signing authority of the college/institute. The claim should be restricted to the ceilings prescribed in the Scheme guidelines or the fee structure prescribed by the State Fee Regulatory Authority, if it exists, whichever is lower.

- (g) In respect of students who are **not** staying in the College Hostel at their own volition and claiming the rent of the accommodation hired by them, the rent may be given on the basis of Rent Agreement and a Certificate from the college authority about the reasonableness of the rent claimed as in **Annexure–VI** and restricted to the Hostel fee charged by the College/Institute or the ceiling of scheme guidelines, whichever is less.
- (h) Cash Memo (**Annexure –VII**) for purchase of Books, duly countersigned by the authorized signing authority of the college/institute and the claim may be restricted to Rs. 15,000/- within the overall ceiling of Rs. 1.00 lakh under the Hostel fee head.
- (i) Affidavit to be submitted by the Head of Institute about compliance with the terms and conditions of the Scheme (as suggested by AICTE) – **Annexure - VIII**

B. Renewal Cases:

- (a) Utilization Certificate in the format prescribed as Annexure-I for utilization of at least 90% of the funds provided for the preceding Academic Year. Besides, as suggested by AICTE, Receipt and Payment Account maintained for the Scholarship by the institute for the funds released in the previous financial year, if any, in the format prescribed as **Annexure-II**
- (b) List of students along with head-wise break-up of scholarship paid to the students. (**Annexure –IX**)
- (c) Fee receipts - tuition as well as Hostel charges, in original, or copies, if already submitted. (**Annexure –X**)
- (d) Certificate from the Principal of the Institute that the student concerned has been promoted to the next class/level (**Annexure-XI**)
- (e) **Cases where fee has been charged from the students:** Signed receipt from each student for receipt of the scholarship, inter-alia, indicating the amount, through the College/Institute, duly countersigned by the prescribed authority of the college/institute. (**Annexure –XII**)
- (f) **Cases where fee has not been charged from the students:** Certificate from each student, certifying that he has been informed by the College authorities that a certain amount has been received by the College from the Government towards his scholarship under the Scheme and that the college has not charged any fee from him under the various heads for which the scholarship has been granted to the extent of the scholarship (**Annexure –XIII**)
- (g) Certificate from the college authority about the fee structure– Tuition and Hostel charges, duly supported by the Resolution of the Governing Board/ State Fee Regulatory Authority's order with regard to the Fee structure (**Annexure –V**).

- (h) In cases of the institute which does not come under the purview of the State Fee Regulatory Authority, a certificate in the format prescribed as **Annexure -V (a)**
- (i) In respect of students who are not staying in the College Hostel at their own volition and claiming reimbursement of the rent of the accommodation hired by them, **Rent receipts** duly countersigned by the college authorities along with a Certificate from the college authority about the reasonableness of the rent claimed as in **Annexure – VI** and the rent should be restricted to the Hostel fee charged by the College/Institute or as per the ceiling of the guidelines, whichever is less.
- (j) Cash Memo for purchase of Books, duly countersigned by the college authorities and the claim may be restricted to Rs. 15,000/- within the overall ceiling of Rs. 1.00 lakh under the Hostel fee head. **(Annexure-VII)**
- (k) Affidavit to be submitted by the Head of Institute about compliance with the terms and conditions of the Scheme (as suggested by AICTE) – **Annexure -VIII**

Annexure-I

Name of the Institute:

UTILISATION CERTIFICATE FOR THE FINANCIAL YEAR -----

Name of the Scheme under which the amount was sanctioned under the Special Scholarship Scheme for J&K Students.

(to be submitted separately for each sanction order)

Sl. No.	AICTE Sanction Order/Letter No. & Date under which the amount was sanctioned	Amount (Rs.)	
1.		Rs..... (Rupees.....Only)	Certified that out of the scholarship of Rs. --- ----(Rupees----- Only) sanctioned by the AICTE during the financial year ----- in favour of as per letter mentioned in column 2 and Rs. _____ on account of unspent balance of previous year, Rs. _____ has been utilized for the purpose for which it was sanctioned and the balance of Rs. _____ remained unutilized at the end of the year.

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:-

1. Audited Annual Accounts of the Institute
2. Receipt and Payment account
3. Periodical Progress Reports.

Signature of Chartered Accountant

Name of Chartered Accountant

Membership No.:

Full Address with Seal

(Mandatory for Self Financing Institutes)

Signature of the Finance Officer

Name & Designation

Name of the Finance Officer

Full Address with Seal

(Govt. Aided/University & wherever applicable)

Place:

Date:

Signature of Head of the Institute

Name & Designation

Full Address with Seal

Note: Each page should be signed by all the concerned

Annexure-II

FORMAT FOR RECEIPT AND PAYMENT ACCOUNT

Sl. NO	Receipt	Amount (Rs.)	Amount (Rs.)	Sl. NO	Payments	Amount (Rs.)	Amount (Rs.)
1	To Opening Balance			1	By Special Scholarship Scheme for J&K Students		
2							
3							
					Closing Balance		
	Grand Total				Grant Total		

Signature of Chartered Accountant

Signature of Head of the Institute

Name of Chartered Accountant

Name & Designation

Membership No.:

Full Address with Seal

Full Address with Seal

(Mandatory for self Financing Institute)

Signature of the Finance Officer

Name & Designation

Name of Finance Officer:

Full Address with Seal

(Govt. Aided/University & wherever applicable)

Annexure-III

List of students for Fresh Claim

FRESH SCHOLARSHIP

Proforma for claiming scholarship under the Special Scholarship Scheme For Jammu & Kashmir

Name of the Institute:														Whether Govt. / Private {Please (√) Which is applicable}
Complete Address:														
Telephone Number/ FAX Number/E-mail ID:														
Sr. No.	Name of the student	Father's name	Complete address	Annual total family Income	Name of Entrance Exam and rank	Inter-se ranking in the Institute	Course of the study in which admission secured	Duration/length of the Course	Year in which presently studying	Annual Tuition Fee	Other non-refundable charges	Lodging & boarding charges	Books & stationery	Total (col. 11 to 15)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1														
2														
3														
4														
5														
6														
	Total													

Bank Name & A/c of the Institute

Bank Code

IFSC Code

MICR No.

Signature of authorised Officer

With Name & Designation &

Official seal

(To be given on letter head of Institute)

TUITION FEE RECEIPT CERTIFICATE

(In case where fee is charged from the student)

Received a sum of Rs. _____ from _____ (Student's name)

Class _____ Roll No. _____ towards **Tuition Fee** for the academic year _____.

Authorized Signatory with Seal

(To be given on letter head of Institute)

HOSTEL FEE RECEIPT CERTIFICATE

(In case where students are staying in college hostel and hostel fee charged by the college)

Received a sum of Rs. _____ from _____ (Student's name)

Class _____ Roll No. _____ towards **Hostel Fee** for the academic year _____.

Authorized Signatory with Seal

Date:

Place:

(To be given on letter head of Institute)

CERTIFICATE REGARDING NON-PAYMENT OF FEE BY STUDENTS

This is to certify that no fee towards tuition fee and hostel charges has been charged from _____ (Student's name) Class _____ Roll No. _____ for the academic year _____. in whose case the present claim has been preferred.

**Authorized Signatory
with Seal**

Date:

Place:

(To be given on letter head of Institute)

CERTIFICATE FROM INSTITUTIONS REGARDING FEE STRUCTURE

This is to certify that as per the State Fee Regulatory Authority Order no _____ dated _____ (copy enclosed) / Resolution (copy enclosed) of the Governing Board of _____ (Name of the Institute) vide Item No _____ of the meeting held on _____ (date) , the following are the fee structure towards tuition and hostel charges:

Tuition Fee:

Hostel Fee:

Authorized Signatory with Seal

Date:

Place:

(To be furnished in University letter-head)

CERTIFICATE FROM UNIVERSITY / INSTITUTE REGARDING
NOT BEING UNDER PURVIEW OF
STATE FEE REGULATORY AUTHORITY

This is to certify that <name of the university/institute> established under the UGC Act no. _____, vide approval No. _____ (Copy of approval attached) is a Private/ Deemed University/ Minority Institution, within the definition of the above Act.

It is certified that the <name of the university/institute> does not come under the purview of the State Fee Regulatory Authority. The University/Institute is empowered to formulate its own fees structure for the courses being offered by the University/Institute. The attached fees Structure has the approval of the Governing Board of the <name of the university> vide item no< item no> of the meeting held on<date>

(Authorized Signatory)
With Seal

Date:

Place:

(To be given on letter head of Institute)

CERTIFICATE REGARDING
REASONABILITY OF CLAIMED RENT

This is to certify that the claim for the rent of the accommodation hired by _____(Student's name) Class _____ Roll No. _____ for the academic year _____ who is not staying in the College Hostel is as per the prevailing rate in the locality where the student is staying and that the amount claimed is within the hostel charges of the college and the overall ceiling under the scheme guidelines.

Authorized Signatory with Seal

Date:

Place:

ANNEXURE-VII

(Attach the Cash Memo for purchase of books duly countersigned by the authorized signing authority of college/institute)

AFFIDAVIT

Format of affidavit to be submitted by the Head of Institute/ Vice Chancellor/ Registrar on a non-judicial stamp paper of Rs.100/- duly sworn before a First Class Judicial Magistrate or Notary or an Oath Commissioner

I,<name>, Vice Chancellor / Registrar / Principal / Director, <name of the University / Institute>, son of, aged....., resident of, do hereby solemnly affirm, state and undertake to comply with the following in connection with claims under Special Scholarship Scheme for the students of J&K

1. The Tuition Fee claim is as per the fee structure prescribed by the State Fee Regulatory Authority / the institute does not come under the purview of the State Fee Regulatory Authority and the claimed fee is duly approved by the Resolution of the Governing Board of the Institute/University.(strike off whichever is not applicable)
2. The claim for the rent of the accommodation hired by the students who are not staying in the College Hostel is as per the prevailing rate in the locality where the student is staying.
3. That the Utilization Certificate supported by audited statement of expenditure to the effect that scholarship has been utilized for the purpose for which it has been sanctioned shall be furnished to the Director (J&K), AICTE, 7th Floor, Chanderlok Building, Janpath, New Delhi 110001 within a period of one month from the date of receipt of money.
4. That the students availing the scholarship have attended the College / University for the minimum period as prescribed by the norms of the institute / University. In case any student leaves the Institute mid way through the course, the scholarship which is paid in advance, would be refunded by the Institute / University to AICTE on pro-rata basis.
5. That the Institute has ensured the following eligibility criteria in respect of each student before disbursement of the scholarship:-
 - (a) Student is domicile of the State of Jammu & Kashmir.
 - (b) Student has passed class XII or equivalent exam through the State Board of J&K or from CBSE affiliated schools located in J&K.
 - (c) Student is not in receipt any other scholarship.
 - (d) Student has not been admitted under Management quota.
 - (e) The Annual Income of his / her parents from all sources does not exceed Rs. 6 lakhs per annum.
 - (f) Student is admitted and pursuing the course for which the claim has been made.
 - (g) Student belongs to category mentioned against his / her name and as per the certificate submitted by him / her for the purpose.

6. That in the event of non-compliance by the <name of the institute> with regard to guidelines, norms and conditions prescribed, as also in the event of violation of any of the undertaking mentioned herein, the AICTE shall be free to take appropriate action.
7. That the facts stated in this affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Name of the authorized person executing the undertaking along with his / her official position) with (SEAL)

VERIFICATION

I, the above named deponent do hereby verify that the facts stated in the above affidavit are true to my knowledge. No part of the same is false and nothing material has been concealed there from.

Verified at <name of the place> on this the <date>.

(Name, Designation and Address of the Executants)
(seal)

DEPONENT

Annexure-IX

List of students for Renewal Claim

Proforma for claiming scholarship (RENEWAL) under the Special Scholarship Scheme For Jammu & Kashmir													
Name of the Institute:										Whether Govt. /Private {Please (√) Which is applicable}			
Complete Address:													
Telephone Number/ FAX Number/E-mail ID:													
Sr. No.	Name of the student	Father's name	Complete address	Annual total family Income	Course in which studying	Duration / length of the Course	Year(2/3/4/5) in which presently	Enrolment no. issued by the	Annual Fee	Other non-refundable charges	Lodging & boarding charges	Books & stationery	Total (col. 11 to 15)
1	2	3	4	5	6	7	8	9	11	12	13	14	15
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
	Total												
<p>ATTENTION : THE CLAIM SHALL NOT BE PROCESSED UNLESS ACCOMPANIED BY THE UTILISATION CERTIFICATE FOR THE PREVIOUS YEAR AND MARKSHEET OF LAST SEMESTER/CERTIFICATE FROM THE COLLEGE AUTHORITY TO THE EFFECT THAT THE STUDENTS MENTIONED ABOVE HAVE BEEN PROMOTED TO THE NEXT LEVEL AS PER ANNEXURE-XI.</p>													
Bank Name & A/c of the Institute													
Bank Code										Signature of authorised Officer			
IFSC code										With Name & Designation &			
MICR No.										Official seal			

ANNEXURE-X

(To be given on letter head of Institute)

TUITION FEE RECEIPT CERTIFICATE

(In case where fee is charged from the student)

Received a sum of Rs. _____ from _____ (Student's name)

Class _____ Roll No. _____ towards **Tuition Fee** for the academic year _____.

Authorized Signatory with Seal

(To be given on letter head of Institute)

HOSTEL FEE RECEIPT CERTIFICATE

(In case where students are staying in college hostel and hostel fee charged by the college)

Received a sum of Rs. _____ from _____ (Student's name)

Class _____ Roll No. _____ towards **Hostel Fee** for the academic year _____.

Authorized Signatory with Seal

Date:

Place:

Annexure-XI

(To be given on letter head of Institute)

CERTIFICATE FROM HEAD OF THE INSTITUTE
REGARDING PROMOTION TO NEXT CLASS/LEVEL

This is to certify that the result of *<Class for which result is awaited>* in respect to *<Name of student>* Daughter of/Son of *<Name of Parent>* studying in *<Year and Branch>* in *<Name and address of the Institute>* has not been declared by the *<Name and address of affiliating University>* as on date.

This to further certify that as per the norms and academic rules of the *<Name of affiliating University>* , *<Name of student>* has been promoted to *<Class to which the students has been promoted>*.

<Signature of Head of the Institute>

<Name>

<Seal of the Institute>

Date –

Place-

ACKNOWLEDGEMENT OF RECEIPT OF SCHOLARSHIP**(In cases where the students have paid the fees)**

I <Name of student> Daughter of/Son of <Name of Parent> studying in <Year and Branch> in <Name and address of the Institute> do hereby acknowledge that an amount of Rs. _____ (<in words>) has been received by me towards the J&K Scholarship released for the academic year ----- . The head-wise details of scholarship released to me by the college is as under:-

S.No.	Head	Amount(in Rs.)
1	Tuition Fees	
2	Other Incidental Charges	
3	Hostel/ Mess Charges	
4	Books & Stationary	
5	Rent paid for Private accommodation (if any)	
	TOTAL	

(Signature of the student)

Name:

Course & Year of study:

Name of College:

(Countersigned by the Head of the Institution)

Date –

Place-

Annexure-XIII

CERTIFICATE FROM STUDENT REGARDING RECEIPT OF SCHOLARSHIP BY THE INSTITUTE

I *<Name of student>* Daughter of/Son of *<Name of Parent>* studying in *<Year and Branch>* in *<Name and address of the Institute>* certify that the College / University authority has informed me that a total amount of Rs._____ (*<in words>*) has been received by the Institute from the Government of India towards my scholarship (Rs._____towards Tuition fee, Rs._____towards Hostel charges and Rs_____ towards _____) under the Special Scholarship Scheme for the students of Jammu and Kashmir for the academic year-----.

This is to further certify that the college has not charged any Tuition Fee from me for which the scholarship has been granted to the extent of the scholarship.

<Signature of student>

Name -

Date –

Place-