



INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

OFFICE OF DEAN (STUDENTS AFFAIRS)

No.: IPE/DSW/Fee Waiver/2023-24

Date: 18.05.2023

NOTICE

APPLICATION FOR REMISSION OF TUITION FEE FOR THE ACADEMIC YEAR 2023-24 FOR B.TECH STUDENTS

Applications are invited in the prescribed format from the students of B.Tech for remission of Tuition Fee for the academic year 2023-24. The Income of the family from all sources for the financial year 2022-23 will be considered for remission of Tuition fee for the academic year 2023-24. The students whose family income is not more than Rs. 5 lakhs per annum are eligible for apply. The students whose family income is less than Rs. 1 lakh per annum shall get full remission of Tuition fee and whose family income is between Rs. 1 lakh to Rs. 5 lakhs per annum shall get remission of 2/3rd of the Tuition fee.

Eligibility Criteria: - Remission of Tuition Fee.

1. Annual Family Income (Gross, before any deduction/ exemption under the provisions of income tax etc.) from all sources should not be more than **Rs. 5,00,000/-** (Rs. **Five Lakh** only) for availing Tuition Fee Waiver.
2. **Annual Family Income includes income of both the parents, earning unmarried daughter(s), earning unmarried son(s) and student from all sources.** In case of death of any one parent, death certificate is necessary to be attached. The details of the guardian are to be filled only when the Father and Mother of the student are not alive.
3. In case of separation of parents – necessary documents to this effect are also required.
4. **This scheme is not applicable for SC/ST/PWD students as they are exempted for payment of tuition fees.**
5. **Following documents need to be submitted to avail tuition fee waiver: (Please read carefully)**
 - a. Original Application Form in prescribed format duly ink signed (not scanned signature) by the student and both parents/ guardian.
 - b. Income Affidavit to be submitted on **Non-judicial Stamp Paper of Rs. 100/-** alongwith **Schedule-A** for statement of annual gross family income in the prescribed format duly signed in the presence of a **1st Class Magistrate** who would also affix his / her signature and seal on all pages. The Affidavit and Schedule-A for statement of annual gross family income in the prescribed format should be jointly signed by student and his /her parents. All the columns of the forms must be filled even it is NIL/NA, otherwise the application is liable to be rejected.
 - c. Family Income Certificate for the **financial year 2022-23 (i.e. signed on or after 01.04.2023)** duly signed by the competent authority authorized by State/ UT Government (Revenue Officer not below Tehsildar or equivalent) in the format prescribed by State/ UT Government. **The family income certificate signed by Notary Public/ Chartered Accountants in the form of Affidavit, is not accepted.**
 - d. Copies of detailed ITR Computation for the financial year (F.Y.) 2022-23 (Assessment Year (A.Y) 2023-24) of parents (both Mother and Father), brother(s), sister(s) (if applicable) with verified copies of acknowledgements, where the **gross taxable income before any deduction under any provisions exceeds the threshold limit of Rs. 2.50 lakhs.**
 - e. Aadhar Numbers of student and his/her parents, brother(s), sister(s) are mandatory.

6. Rule for Tuition Fee waiver

- (i) It is mandatory to submit the application in the prescribed format in original, duly ink signed (not scanned signature) by the students and the parents / guardian along with all required certificates / documents within the deadline.
- (ii) Income Tax Return (ITR) should be for the period 01.04.2022 TO 31.03.2023 i.e. Financial Year (F.Y) 2022-23 (Assessment Year (A.Y) 2023-24).
- (iii) Income Certificate must be issued on or after 01.04.2023 and signed by the competent authority authorized by State/ UT Government (Revenue Officer not below Tehsildar or equivalent) in the format prescribed by State/ UT Government. **The family income certificate signed by Notary Public/ Chartered Accountants in the form of Affidavit is not accepted.**
- (iv) The applications /documents received beyond the deadline will not be accepted and such claim will be summarily rejected. Therefore, the students are advised to get the documents prepared in advance to avoid any delay in submission of the applications along with the required documents.
- (v) Incomplete applications/ applications with mismatch data will be summarily rejected.
- (vi) Students involved in any indisciplinary activities or involved in ragging will not be eligible.
- (vii) Income Certificate with the signature of Notary and without signature of Revenue officer of rank Tahsildar or equivalent, will not be eligible.
- (viii) Family Income Certificate should contain the Income of all family members viz. father, mother, earning unmarried brother (s) & earning unmarried sister (s) of the family.
- (ix) Student should have a minimum of 6.0/10.00 SGPA in all semesters without any 'F'/ 'X' grading in any of the course (s).

Last date for receipt of applications by post: -

The duly filled application along with all the relevant documents/ Annexures (as stated above) should reach the office of the Dean (Students' Affairs) by Speed post/ Registered post to the following address on or before **19th June, 2023.**

Address: The Administrative Office
Indian Institute of Petroleum and Energy
2nd Floor, Main Building
AU College of Engineering
Visakhapatnam – 530003

The envelope should be superscripted "Application for remission of Tuition Fee for AY 2023-24"

Under no circumstances the hard copy of the application complete in all respects, for remission of Tuition fee for the academic year 2023-24 will be accepted beyond **19th June, 2023.**

Associate Dean (Students Affairs)

Encls: - (i) Application form,

(ii) Income affidavit along-with 'Schedule-A'

Format for Application Form to avail Tuition Fee Waiver for the AY 2023-24
(to be submitted along-with prescribed affidavit)
(All fields MUST be filled) /Not Applicable for SC/ST/ PWD

S. No.	Particulars	Value (to be filled-in by the student)		
		Mother	Father/ Guardian	Unmarried Brother(s)/ Sisters (s)
1.	Name of the student (in block letters)			
2.	Admission No			
3.	Application is for tuition Fee waiver under which category			
4.	Name of the Department			
5.	Course & Branch			
6.	Present Semester			
7.	Student's Mobile number (s)			
8.	Student's Institute E-mail ID			
9.	Category (Gen/OBC)			
10.	Particulars of employment			
	(a) Name			
	(b) Salaried Class (Parent/guardians/ brother/ sister who are in service either Govt./Semi Govt/Private or others (Please mention)			
	(c) Pensioner/Family pension			
	(d) Non-Salaried Class Please specify the nature			
18.	Whether getting /applied for any other Scholarship (Yes/No). If yes, Give details			
19.	Nationalized Bank Account Number of the student and IFSC Code –	Account No. IFSC Code:		

Student's Signature

Father's/Guardian's Signature

Mother's Signature

Name:

Mobile No.:

Name:

Mobile No.:

Name:

Mobile No.:

20. Assessment of Gross Annual income of family from all sources for the Financial year 2022-23, i.e, Assessment year 2023-24 (All the fields are mandatory, even it is nil – to be filled by the student

S.No.	Particulars	Father/ Guardian	Mother	Student & Unmarried Brother(s)/ Sister (s),
A.	Full Name			
B.	Income Tax PAN			
C.	Aadhar No.			
D.	Agriculture Income (Para I)			
E.	Income from Property (Houses, Buildings, House Sites, etc) (Para II) Please specify.			
F.	Income from Business (para III)			
G.	Gross Income from Salary (para IV)			
H.	Income from other sources (interest / dividend/ part-time occupation/Agency (para V) Please specify			
I.	Gift etc.			
J.	Total Gross Income for 2022-23			
K.	Total Gross Family income for F.Y. 2022-23			

DECLARATION

We hereby undertake and certify that the information provided in this form, Income Affidavit and Family Income Certificate are true and correct. We understand that in the event of any information being found false, misleading or incorrect, or ineligibility to receive the benefit of tuition fee waiver being detected during or after completion of my program at institute, or any of the personal information furnished in support thereof is found incorrect, we shall have no any objection whatsoever, against the action taken by the Institute in the matter, in accordance with by-laws and provisions of IPE Visakhapatnam.

We further undertake that during the course of availing the fee waiver, whenever there shall be any change in the income of my family, we shall keep the Institute authorities informed and shall abide by its further decision on my eligibility to receive the benefit of fee waiver.

Further we understand that remission of Tuition fees if awarded to my son/ daughter, is liable to be withheld or discontinued at the discretion of the authorities of the IPE Visakhapatnam without assigning any reason. If subsequently (after award of remission of Tuition fees) it is found that he/she has been granted any other Scholarship/ Stipend/ Financial Assistance etc. by any Govt./ Non-govt. organizations for the same period, we shall bound to refund the whole amount of Scholarship/ Free studentship/ Stipend/ Financial Assistance etc. to the scholarship awarding authority immediately. We shall also be personally 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 application form, being proved incorrect later on.

We hereby attach documents as follows: -

(a) Income Affidavit including Schedule A in the prescribed format (instructions mentioned therein) duly filled in.

(b) Income Certificate must be issued on or after 01.04.2023 and signed by the competent authority authorized by State/ UT Government (Revenue Officer not below Tehsildar or equivalent) in the format prescribed by State/ UT Government. **The family income certificate signed by Notary Public/ Chartered Accountants in the form of Affidavit, is not accepted.** The income certificate should be duly signed **ON ALL PAGES** by a Revenue Officer not below Tahsildar or equivalent of the district of residence.

(d) Copies of detailed ITR Computation for the financial year 2022-23 (Assessment Year 2023-24) of both parents with verified copies of acknowledgements where the individual income exceeds the threshold limit as per Income Tax Rules.

Note : If required, the administration may ask for bank statements and other relevant documents to establish the income and other particulars mentioned in the affidavit.

Student's Signature

Name:

Mobile No.:

Father's/Guardian's Signature

Name:

Mobile No.:

Mother's Signature

Name:

Mobile No.:

INCOME AFFIDAVIT

(To be submitted on Non-judicial Stamp Paper of Rs. 100/- and sworn in before a 1st Class Magistrate)

Declaration of income of Family for the financial year (ending on 31st March, 2023) for purposes of Tuition Fee Waiver at Indian Institute of Petroleum and Energy.

We/I _____ Parents/Guardians of Shri/Kumari _____ (student's name) _____ Admission No. _____ presently residing at _____ (parent's address) solemnly affirm and declare as follows:-

1. That my son/daughter/dependent Shri/Kumari _____ who has applied for Tuition Fee Waiver at Indian Institute of Petroleum and Energy, Visakhapatnam is studying in _____ (here give the name of Program) having Admission No. _____ at Indian Institute of Petroleum and Energy, Visakhapatnam.
2. That our **gross total annual family income** in the preceding financial year ending on 31st March, 2023 was Rs. _____ as per details furnished in the Schedule-A here under written, we also affirm that particulars of property held by us is as shown in the Schedule-A and that we have correctly indicated the amount on various taxes and land revenue paid by us. We make ourselves personally responsible for the accuracy of the facts and figures furnished.
3. That the statements made in the foregoing paragraphs are true and correct to our knowledge and belief.
4. That the particulars of PAN number, Aadhar number of family member is as under:

S.No	Particulars	Father/ Guardian	Mother	Student	Unmarried Brother (s) /Sister (s)
1	Name				
2	Aadhar Number				
3	Income Tax PAN No				

5. That we further undertake that in the event of the particulars given in this declaration being found false, we shall refund to the Director, Indian Institute of Petroleum and Energy, Visakhapatnam DOUBLE the amount of the Fees of the said student and the institute shall be free to take any disciplinary action against the said student including expulsion of the students from the Institute and the Institutes decision shall be final and binding on me/us.

Encl: Schedule "A" (*Statement of Annual Gross Total Family Income*)

Student Signature:

Father's/Guardian Signature

Mother's Signature

Name:

Name:

Name:

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

Seal with date _____

Signature of First Class Magistrate

SCHEDULE- A

Statement of Annual Gross Total Family Income of(Student Name and Admn. No) Son/Daughter of(Fathers' name) is Rs. for the period 01.04.2022 to 31.03.2023 (Financial Year (F.Y) 2022-23) i.e. Assessment Year (AY) 2023-24.

FILLING ALL THE COLUMNS OF ALL THE TABLES IS MUST EVEN IT IS NIL OR NOT APPLICABLE

Application once rejected for non-filling of required data will not be further entertained

I. Agriculture Income of both Parents or Guardian and Unmarried Brother(s)/Sister(s):

Extent of Land held and Income	(a) Independently as owner	(b) Jointly as owner	(c) Independently as tenant
(i) Name of the land Owner			
(ii) Area of land			
(iii) Village			
(iv) Survey No.			
(v) Land Revenue Assessment			
(vi) Annual agricultural Income 2022-23	Rs.	Rs.	Rs.

In case of multiple land and/or different owners, please provide details in separate sheet.

II. Property held and income (Houses, Shops, Buildings, House sites etc.) in the name of father/mother/student/Unmarried brother(s)/sister(s) concerned. If residing in rental accommodation, please also provide the required information. (Please specify Own House/Combined family property / Residing on Rental Accommodation)

- Please Tick : (OWN House) (Rental House)**
- (a) House No. _____
- (b) Street/Road _____
- (c) Village/Town/City _____
- (d) Area of House/Site _____
- (e) Rent derived if any (Per annum) _____
- (f) Monthly rent paid in case of residing in rental accommodation _____
- (g) House Tax Rs. _____
- (h) Sanitary cess or other Rs. _____
- (i) Net Annual Income (2022-23)Rs. _____

Whether the whole or part of land has been given out to tenants. If 'yes' provide detailed particulars of the same.

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

Seal with date _____

Signature of First Class Magistrate

III. Income from Establishment/Shops/Business in the name of father/mother/student/Unmarried brother(s)/sister(s) concerned (including commercial vehicle) :

- (i) Name of the Owner _____
- (ii) Proprietorship/ Partnership _____
- (iii) Name and Address of shop _____
- (iv) Nature of Trade _____
- (v) Shop Registration/ License no _____
- (vi) GST Registration no _____
- (vii) GST and Income Tax paid Rs. GST _____ Income Tax _____
- (viii) Annual Income from Shop/Establishment(2021-22Rs. _____

IV. Salary drawn: (FY 2022-23)-Must fill all the particulars even if it is not applicable.

<i>S.No</i>	<i>Particulars</i>	<i>Father/Guardian</i>	<i>Mother</i>	<i>Unmarried Brother (s)/ Sister (s)</i>
1	Name of the Employee			
2	Name of the Employer			
3	Office/Unit in which working and designation			
4	Complete Office Address with Pin code			
A	Annual Pay for 2022-23 without deduction of Income Tax			
B	Special Pay/Bonus.			
C	Deputation allowance and honoraria			
D	Other Allowances like house rent allowance, CCA etc			
E	Total of (A), (B) (C) and (D)			
F	Amount of contribution to Provident Fund			
G	Payments towards LIC/CTD			
H	Total of (F) and (G)			
I	Other benefits rent free accommodation and other perquisites			

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

Seal with date _____

Signature of First Class Magistrate

V. Other source of Income during Financial Year 2022-23 :

<i>S.No</i>	<i>Particulars</i>	<i>Father/ Guardian</i>	<i>Mother</i>	<i>Student</i>	<i>Unmarried Brother (s)/ Sister (s)</i>
1	Income from subsidiary industries part-time occupation				
2	Amounts drawn as wages				
3	Interest earned				
4	Dividend Received				
5	Commission				
6.	Any other Income Must specify				
	<i>Total</i>				

VI. Particulars of Vehicles (two/four-wheeler) owned by student and family members. Provide the following details:

<i>S.No</i>	<i>Particulars</i>	<i>Father/ Guardian</i>	<i>Mother</i>	<i>Student</i>	<i>Unmarried Brother (s)/ Sister (s)</i>
1	Owner Name				
2	Vehicle Type				
3	Make and Model				
4	Registration No.				
5	Year of Purchase				

VII. Assessment of Gross annual income of family from all sources for the Financial Year 2022-23:

<i>S.No</i>	<i>Particulars</i>	<i>Father/ Guardian</i>	<i>Mother</i>	<i>Student</i>	<i>Unmarried Brother (s)/ Sister (s)</i>
1	Full Name				
2	Agriculture Income (para I)				
3	Income from Property (Houses, Buildings, House sites etc.) (para II)				

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

Seal with date _____

Signature of First Class Magistrate

4	Income from Business (para III)				
5	Income from Salary [para IV A to E]				
6	Income from other sources (Interest/ Dividend/ Part-time occupation) (para V)				
7	Total gross family Income for 2022-23				

VIII. Total Gross family income as per ITR for the financial year (F.Y.)2022-23(Assessment Year (AY 2023-24) (attach copy of ITR):

S.No	Particulars	Father/Guardian	Mother	Student	Unmarried Brother (s)/ Sister (s)
1	Name				
2	Income Tax PAN No				
3	ITR Acknowledgement no				
4	Date of submission of ITR				
5	Gross total income				
6	Taxable income				
7	Exempted Income viz. agriculture income etc.				
8	Tax Paid				

Certified that the statements made in the above paragraphs are true and correct.

Student Signature:

Father's/Guardian Signature

Mother's Signature

Name:

Name:

Name:

Note:

- (1) The Income Affidavit to be submitted on Non-judicial Stamp Paper of Rs. 100/- and sworn in before a 1st Class Magistrate who would also affix his/her signature and seal on all pages of the income Affidavit and Schedule attached therein.
- (2) Total income of the family should include income of Student, his/her father & mother, unmarried brother(s) and unmarried sister(s). The details of the Guardian are to be filled only when the Father and Mother of the student are not alive.
- (3) Family Income covered all sources i.e. salary, agriculture, business, profession etc. In the case of salaried class, basic pay, Dearness Allowance, CCA, and other allowances are to be included.

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

Seal with date _____

Signature of First Class Magistrate