

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

No. 249

Date: 04-09-2019

05-09-2019

NOTICE

Sub: Submission of claim form for remission of fees by the Students admitted in 1st year B. Tech./ B.Arch. Programme during the year 2019-20.

Students admitted in 1st year B. Tech./B.Arch. Programme during the year 2019-20 are hereby informed that they are required to submit **hard copy** of Claim Form (to be filled in ERP, Path: My Activities >> My Challans >> Claim for remission of fee) alongwith below mentioned documents to the Academic Section (during 4.00 PM to 5.30 PM on all working days) latest by 15th October 2019.

Parental/Family Income (from all sources) Certificate issued by designated authority at the District./Sub-Division/Block etc. of respective State Government will be considered for remission of fee vide MHRD Order F. No. 33 - 4 /2014 - T.S. III dated 24th June 2016 and clarification dated 02nd July 2016.

The below category of students are eligible for claiming remission of fee:-

“Students who belong to income category “Below 1 Lakh” & “1 to 5 Lakh” but have deposited full fees during the admission process due to unavailability of Income Certificate. Those students who are eligible for remission as per guidelines of MHRD can apply for remission of fee.

The students are also advised to kindly check with their bank that their account is operative and eligible for the claimed refund.

The process of refund will be initiated after the receipt of funds from JoSAA, tentatively in November 2019.

Following Documents must be enclosed:

1. Claim Form (To be filled and printed from ERP Path: My Activities >> My Challans >> Claim for remission of fee).
2. Copy of Income Certificate (Annual family income from all sources for Financial Year 2018-19).
3. Affidavit to be submitted by parents of the student (as per enclosed format) on stamp of Rs.50/-.
4. Income Tax Return for financial year 2018-19 (Assessment Year 2019-20).
5. Institute fee challan (fee other than hostel fee deposited at time of reporting to the institute).
6. Fee receipt of JoSAA/CSAB (Counseling fee).
7. Copy of Passbook/Cancelled Cheque.

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Copy to:

1. All Heads of the Departments.
2. 1st Year Coordinator.
3. Assistant Registrar (Incharge Accounts).
4. PS to Director.
5. PA to Registrar.
6. Webmaster MNIT Jaipur for uploading on Institute website.
7. All Notice Boards (Institute/Hostels/Girls Hostels).