

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

No. 1812

Date: 5/2/2021

NOTICE

**Sub: Submission of claim form for remission of fees by the Students admitted in 1<sup>st</sup> year B. Tech./ B.Arch. Programme during the year 2020-21.**

As per Notice No. 1558 dated 16-12-2020, the students were instructed to deposit the documents for remission of fee by 15<sup>th</sup> January 2021, In this regard, on request of the students, it is decided to extend the last date to submit the claim form to on ERP to 15<sup>th</sup> February 2021 and the last date to send the hard copy of all the documents to academic section through post upto 20<sup>th</sup> February 2021 (if not submitted earlier).

Students have to make a single PDF of all the documents (Signed/self-attested) and email it to [incomecertificate@mnit.ac.in](mailto:incomecertificate@mnit.ac.in) (to be filled in ERP, Path: My Activities >> My Challans >> Claim for remission of fee).

Those students, who have already availed fee remission at the time of admission, are required to send the hard copy of Income Certificate alongwith other required documents (as mentioned below) and apply on ERP (if not done earlier), however, they need not to send the income certificate on aforesaid email id.

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 24<sup>th</sup> June 2016 and clarification dated 02<sup>nd</sup> July 2016.

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

“Students belonging 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 and 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.

**Note:**

1. The process of refund will be initiated after the receipt of funds from JoSAA, **tentatively in March 2021.**
2. Postal Address: Office of the Dean, Academic, Prabha Bhawan, Malaviya National Institute of Technology Jaipur, J. L. N. Marg, Jaipur-302017

Following Documents (signed and self-attested) must be sent through email in a single PDF:

1. Claim Form (To be filled and printed from ERP Path: My Activities >> My Challans >> Claim for remission of fee).
2. Income Certificate (Annual family income from all sources for Financial Year 2019-20, Assessment Year 2020-21).
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 2019-20 (Assessment Year 2020-21).
5. Institute fee receipt (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.

  
Dean, Academic

**Copy to:**

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

  
Dy. Registrar (Academic)