

# मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

MALVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

पंजिका संख्या / F.4/N.VII-1/22-24-Acad.OS

4186

Dated 25 September 2024

## NOTICE

**Sub: Submission of claim form for the remission of fees by the Students admitted in 1<sup>st</sup> Year B.Tech./ B.Arch. Programme through JoSAA/CSAB during the year 2024-25.**

Students admitted in 1<sup>st</sup> year B. Tech./B. Arch Programme during the academic year 2024-25 are hereby informed that as per MHRD Order F.No.33-4/2014- T.S.III dated 24<sup>th</sup> June 2016. Clarification dated 02<sup>nd</sup> July 2016 a parental/family income certificate (from all sources) duly issued by designated authority at the District/Sub. Division/ Block Etc. level for certification of income and to issue proof of income certificates to enable students to avail benefits.

The following students are eligible for claiming remission of fee:-

- a) The most economically backward students (whose family income is less than Rs. 1.00 lakh per annum) shall get full remission of the fee.
- b) The other economically backward students (whose family income is between Rs.1.00 Lakh to Rs.5.00 lakhs per annum) shall get a remission of 2/3<sup>rd</sup> of the fee.

Those students who have already availed fee remission at the time of admission and the students who belong to the above categories but have deposited full fees during the admission process due to the unavailability of an Income Certificate can apply for remission of tuition fee/refund of excess tuition fee through ERP portal. Eligible students are required to fill a Claim Form on ERP by **10<sup>th</sup> October 2024**. Path for a claim form: My Activities>>My Challans>>Claim for the remission of fee.

The hard copy of the original income certificate (**duly signed by a designated authority/revenue officer, not below the rank of Tehsildar**) alongwith other required documents (as mentioned below) are required to be deposited during 4 PM to 5:30 PM at the UG Desk in the Office of the Dean, Academic, Prabha Bhawan latest by **15<sup>th</sup> October 2024**.

### List of Documents (duly signed and self-attested):

1. Claim Form (To be filled and printed from ERP Path: My Activities>>My Challans>>Claim for the remission of fee).
2. **Copy of Income Certificate (Annual family/parental income from all sources for Financial Year 2023-24)**
3. Affidavit to be submitted by parents of the student (as per enclosed format) on the stamp of Rs.50/-
4. **Income Tax Return for financial year 2023-24 (Assessment Year 2024-25)**
5. Institute fee challan (fee other than hostel fee deposited at the time of reporting to the institute)
6. Fee receipt of JoSAA/CSAB (Counseling fee).
7. Copy of Passbook/Cancelled Cheque of respective bank account.

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/CSAB. Tentatively in December 2024.

Dean (Academic)

### Copy to:

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

Dy. Registrar (Academic)