



# Indira Gandhi Delhi Technical University for Women

(formerly Indira Gandhi Institute Of Technology)

Kashmere Gate, Delhi-110006

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## **FINANCIAL ASSISTANCE TO THE STUDENTS UNDER ECONOMICALLY WEAKER SECTION (EWS) SCHEME**

### **1. INTRODUCTION**

The University has the scheme to grant financial assistance to the students of the University belonging to the Economically Weaker Sections of the society. The purpose of the scheme is to enhance the accessibility of students belonging to Economically Weaker Section of the Society in the higher education. The University has evolved an objective and transparent mechanism to assess the eligibility of the students for this scheme.

### **2. THE KEY FEATURES OF THE SCHEME**

- i) The scheme is open to all the students of the University who fulfil the eligibility criteria as laid down herein below.
- ii) In this scheme, a duly constituted committee of the University assesses the economic condition/financial requirements of the applicants' parents/family and based on its recommendation grants financial assistance to such students. The Committee takes into account factors like the livelihood pattern of the family, the locality of habitation of the family, the nature and number of dependents, the socio-economic strata of the family, the financial needs of the student and the family, the state of health of the dependents of the family, the nature of schooling and academic merit of the applicant and such other relevant parameters on which the economic condition and the financial needs of the family/applicant may be assessed. In certain cases, the committee may recommend physical inspection of the home and the living standard of the family, by the department level committee, to assess the economic condition.
- iii) The maximum limit of financial assistance given to an applicant will not be more than the tuition fee of the applicant in the current academic session.
- iv) The submission of application for consideration of the request for financial assistance does not *PER SE* create any right in the applicant for the grant of financial assistance. In all cases, the grant of financial assistance is subject to fulfilment of eligibility criteria for grant of financial assistance, the consideration of the duly constituted committee and the approval of the Competent Authority. The decision of the Competent Authority shall be final and no request for reconsideration of the recommendation of the committee and the decision of the Competent Authority shall be entertained.

### **3. ELIGIBILITY CONDITIONS:**

- i) The applicant should be a regular student of the University.
- ii) The income of the family from all sources, to which the applicant belong should not be more than Rs. 3,00,000/- per annum.
- iii) The applicant/applicant's family should hold either a BPL Ration Card or an AAY Ration Card or an family Income Certificate issued by the SDM or any other officer authorized in this behalf by the Revenue Department that the total annual income of the family is not more than Rs. 3,00,000/-. The date of issue of Income Certificate should not be more than 1 year prior to the date of issue of this notice.
- iv) An applicant availing any kind of financial assistance or scholarship from any other sources of the Government or otherwise shall be eligible for grant of financial assistance. However, in all such cases, the amount of financial assistance being availed by the applicant from other sources shall be deducted from the total amount of financial assistance recommended by the committee under the EWS scheme.

- v) Following students/applicants shall not be eligible for grant of financial assistance under this scheme:
  - a. The student who has the status of failure in any of the subjects in any of the semesters on the last date of submission of application form.
  - b. The applicant detained in any semester examination of the course due to shortage of attendance.
  - c. The applicant penalized by the University for any act of indiscipline/unfair means in examination during the course.

#### **4. DOCUMENTS REQUIRED:**

- i) Duly filled application form on the prescribed format for each academic year.
- ii) A copy of BPL Ration Card/AAY Ration Card (the name of applicant should be mentioned on the Ration Card).

**OR**

- Copy of the family Income Certificate issued by the Area SDM or other officer authorized in this behalf by the Revenue Department of the Government. Date of issue of Income Certificate should not be more than 1 year prior to the date of issue of this notice.
- iii) An Affidavit attested by public notary by the applicant if she is more than 18 years age or by the guardian of the applicant if she is less than 18 years of age in the prescribed proforma.
- iv) The University Admission Slip issued at the time of Counselling/admission.
- v) Marksheets of all previous academic qualifications from class-X.
- vi) In case of old students, copy of marksheets of all semesters' examination of the University.
- vii) Copy of latest fee receipts issued by the University.
- viii) Copy of **passbook and a cancelled cheque of saving bank account of applicant** for remittance of financial assistance if granted by the University through NEFT/RTGS. **The Bank Account should be in the name of student. Name of student, bank account no. & IFSC Code must be mentioned on the copy of passbook/cheque.**
- ix) Letter of recommendation for consideration of the request for grant of financial assistance issued by the Head of the Department in the prescribed format.
- x) All the documents, testimonials submitted with the application form should be self attested.

#### **5. SUBMISSION OF APPLICATION FORM**

- i) Duly filled application form with all requisite documents should be submitted to the Head of Department on or before the closing date for submission of application.(October 31<sup>st</sup> of each Academic Year).
- ii) No application will be accepted directly from the applicants/parents. All applications should be forwarded to the Office of the Students' Welfare through the Head of Department.
- iii) It shall be the duty of the Head of the Department:
  - a) To constitute a Department level Committee consisting of the following members:
    - a. HoD of the Concerned Department.
    - b. Two Faculty of the Concerned Department in which one may be Faculty coordinator of the concerned batch of the student applied for financial assistance.
  - b) To convene the meeting of the department level committee to check, scrutinize and verify the eligibility of the applicant and the documents based on which the eligibility is claimed.
  - c) To record the statement of recommendation, which may include the statement of non-recommendation. Wherever, the case is not recommended for grant of financial assistance, a justification should be recorded for not recommending the case.
  - d) To forward all applications which have been received along with the recommendation/ non-recommendation to the Office of Students' Welfare within 7 days of the closing date.

The Office of Students' Welfare shall not be responsible for any delay in forwarding of the application form by the Head of the Department and in all such cases of late submission, the consideration for grant of financial assistance may be denied.

## **6. PROCEDURE FOR CONSIDERATION OF APPLICATION**

- i) The applicants and their guardians shall be required to appear before the committee as per the schedule and venue notified on the University's website ([www.igdtuw.ac.in](http://www.igdtuw.ac.in)) by the Dean, Students' Welfare. The schedule of interview shall in all probability be notified in the last week of November. No personal or separate communication/information to this effect shall be given to the applicants.
  - a) The applicants and their guardians should present before the committee, the justification for grant of financial assistance.
  - b) The applicant shall be required to produce all relevant documents in original based on which the eligibility for claim of financial assistance is made.
  - c) The applicant should carry a self attested copy of all the documents based on which the eligibility and the request for grant of financial assistance is made.
- ii) The applicants and their parents, who do not appear before the committee on scheduled date and time, will forfeit their claim of financial assistance under EWS Scheme. No request for personal appearance before committee will be considered after the scheduled date.
- iii) The list of applicants who are approved for financial assistance by the Competent Authority under this scheme shall be notified on the University's website ([www.igdtuw.ac.in](http://www.igdtuw.ac.in)). No separate intimation shall be given to the applicants who are recommended/not recommended for financial assistance under this scheme by the committee.
- iv) All the applicants, who apply under this scheme, are advised to access the website on regular intervals for updates. No separate information shall be sent by post or conveyed telephonically.

## **7. GUIDELINE FOR THE COMMITTEE:**

- i) The committee should consider the request of applicants for grant of financial assistance keeping in view the purpose and objective of the scheme.
- ii) The committee should assess the economic condition of the applicant based on specific criteria and information thereof provided in Part-II of the application form.
- iii) In cases where the applicants who have been granted financial assistance in previous year(s), the committee should consider the extent of financial assistance on the basis of academic performance subject to fulfilment of the laid down eligibility criteria of the scheme. Wherever, the committee finds the beneficiaries of the scheme doing outstanding academic performance, it should consider the grant of financial assistance appropriately to motivate the applicant.