



Office of the Dean of Students Welfare
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly BESU, Shibpur, Estd. In 1856)

No. DSW/Int./122/24

Dated : 4th October, 2024

NOTICE

This is for information to all concerned that the 1st year Undergraduate (UG) students admitted in the academic session 2024-25 (for B. Tech. & B. Arch.) who are eligible for full/partial tuition fee waiver provided their total family income does not exceed Rs. 5 Lakh in the last Financial Year, i.e. 2023-24. In view of that applications are invited from the 1st year B. Tech & B. Arch. students (except SC/ST/PH) for the academic session 2024-25. Those having certificate validity for more than one year may apply for academic session 2025-26, 2026-27 and 2027-28, as per validity of Family Income Certificate. For this purpose, the concerned students must use the Google Form link

<https://forms.gle/YnPyKygn9qJnYHHQA> to fill in the requisite information and upload their Family Income Certificate (PDF), issued for the period 1st April 2023 to 31st March, 2024. The list of competent authorities issuing Family Income Certificate for various states is given below.

Sl. No.	State/Union Territory	Income Certificate Issuing Authority
1.	Andaman & Nicobar	Tahsilder
2.	Andhra Pradesh	Tahsilder
3.	Arunachal Pradesh	District Magistrate & Collector
4.	Assam	Revenue Circle Officers
5.	Bihar	Circle Officer of Circle Office
6.	Chandigarh	Sub-Divisional Magistrate
7.	Chhattishgarh	Naib Tahsilder
8.	Dam & Diu & Dadra & Nagar Haveli	Mamiatdar, Daman and Mamiatdar, Diu
9.	Delhi	SDM of Govt. of NCT of Delhi
10.	Goa	Mamiatdar of all Taluks
11.	Gujrat	District Collector/Deputy Collector/Asst. Collector/Prant Officer/Mamiatdar
12.	Haryana	CRO (Tahsildar /Naib Tahsilder concerned)
13.	Himachal Pradesh	Tahsildar of Revenue Department
14.	Jammu & Kashmir	Sub-Divisional Magistrate (Not below the rank of Tahsildar)
15.	Jharkhand	Sub-Divisional Officer in each District
16.	Karnataka	Tahsildar
17.	Kerala	Village Officers
18.	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in remaining Islands
19.	Madhya Pradesh	Tahsildar/Naib Tahsildar
20.	Maharashtra	Tahsildar
21.	Manipur	District Authorities, i.e. DC/ADC/SDO (not below the rank of SDO/SDM)
22.	Meghalaya	Employer in case of Govt. Employee and by MP/MLA/DC/SDO Civil in case of others
23.	Mizoram	District Magistrate or any other officers authorized by District Magistrate
24.	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers
25.	Odisha	Revenue Officer
26.	Punjab	CRO (Tahsildar/Naib Tahsildar concerned)
27.	Pondicherry	Tahsildar, Deputy Tahsildar
28.	Rajasthan	Tahsildar

29.	Sikkim	Special Executive Magistrate (Block Development Officers, Rural Management and Development Dept.)
30.	Tamil Nadu	Zonal Deputy Tahsildar
31.	Tripura	Deputy Commissioner of Respective Districts
32.	Uttar Pradesh	Tahsildar
33.	Uttaranchal	Tahsildar/SDM/City Magistrate
34.	West Bengal	<ol style="list-style-type: none"> 1. Dist. Magistrate or Dist. Level Additional Dist. Magistrate 2. Sub-Divisional Officer - Sub-Divisional level of the concerned 3. Block Development Officer - Block level of the concerned Blocks 4. The Collector, Kolkata – Kolkata Municipal Corporation 5. The Collector, Kolkata – Student residing within Civil Jurisdiction of Hon'ble High Court, Kolkata 6. Other Areas covered in Kolkata Police are concerned, i.e. areas over which Collector Kolkata does not exercise jurisdiction – concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective district, i.e. South 24 Parganas and North 24 Parganas

All such certificates must be uploaded latest by **16thOctober, 2024** along with relevant information as mentioned in the Form.

For next academic year 2025-26, the Family Income Certificate for Tuition Fee Waiver to be submitted within May 2025. On verification of the Family Income Certificates, the Tuition Fees waiver for the Odd and Even Semester (Academic Session 2024 – 2025) will be granted to the eligible students as per rule.

No request for Tuition Fee Waiver will be considered after the specified date (mentioned above).

Sd/-
Prof. SudiptaMukhopadhyay
Dean (Students' Welfare)

Copy to:

- 1) All Deans
- 2) All Heads of Departments/Centres/Schools
- 3) The Registrar
- 4) Chief Warden
- 5) JR Registrar (Finance)
- 6) GS (Acting)/AGS of the Students' Senate
- 7) Associate Dean (Students' welfare) - with a request to compile the information gathered in the Google Form
- 8) Office of the Director
- 9) Institute Website
- 10) Guard File



Prof. SudiptaMukhopadhyay
Dean (Students' Welfare)