



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

No. DSW/Int./105/24

Dated : 29th July, 2024

NOTICE

This is for information to all concerned that the Undergraduate (UG) students admitted in the academic session 2021-22 (for B. Tech.) and 2020-21 (for B. Arch.) or after 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 2nd, 3rd, 4th, 5th year (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/A64JdF2jhDP5mjGJ7>) 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 Pradeah | 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 & Naghar 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 |

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|-----|---------------|---|
| | | 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 **10th August, 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. Sudipta Mukhopadhyay
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. Sudipta Mukhopadhyay
Dean (Students' Welfare)