**Software Requirements Specification for**

Awards and Scholarships Portal

# Table of Contents

[Table of Contents ii](#_TOC_250017)

[Revision History iii](#_TOC_250016)

1. [Introduction 1](#_TOC_250015)
   1. [Purpose 1](#_TOC_250014)
   2. Product Scope 1
   3. References 1
2. [Overall Description 1](#_TOC_250013)
   1. [Product Perspective 1](#_TOC_250012)
   2. [Product Functions 2](#_TOC_250011)
   3. [User Classes and Characteristics 2](#_TOC_250010)
   4. Opeating Environment 2
   5. [Assumptions and Dependencies 2](#_TOC_250009)
3. System Features(Functional Requirements) 3
   1. [Use case Diagram 3](#_TOC_250008)
   2. Use case Description for user as an actor 3
   3. Use case Description for Student as an actor 5
   4. Use case Description for SPACS Convenor as an actor 6
   5. Use case Description for SPACS Assistant as an actor 8
4. [Other Nonfunctional Requirements 9](#_TOC_250007)
   1. [Performance Requirements 9](#_TOC_250006)
   2. [Security Requirements 9](#_TOC_250005)
   3. [Accessibility 10](#_TOC_250004)
   4. [Business Rules 10](#_TOC_250003)
5. [List of open issues with the module 10](#_TOC_250002)
6. [Suggestions 11](#_TOC_250001)

[Appendix A: Merit Cum Means (MCM) Scholarship Form 11](#_TOC_250000)

# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
| Team Members | 30th September 2017 | Initial SRS | V1.0 |
| Team Members | 27th October 2017 | Modifications after understanding | V1.1 |
| Team Members | 05th November 2017 | Further modifications after review by Mentor | V1.2 |
| Team Members | 29th April 2018 | Updated SRS for Integrated System | V1.3 |
| Team Members | 6th February 2023 | Updated the SRS as per new medals and scholarships | V1.4 |

# Introduction

## Purpose

This document specifies various requirements for the ‘Awards and Scholarships Portal” of the Institute ERP being developed. The award and scholarship portal would provide a platform where all the students of IIITDMJ can view the details of various convocation medals, awards and scholarship and eligible students can also apply for the same. They would receive timely notifications regarding deadlines and the necessary application procedure. This system would provide an automated and hassle free alternative to the existing manual application procedure.

* 1. **Module Scope**

This software will be mostly used by the students of IIITDM Jabalpur to get all the necessary details about various scholarships and awards. They also get the feature to apply for the same and track the application status.

* 1. **Overview**

The rest of this SRS document explicitly lists out all the software features including functional as well as non-functional requirements and also elaborates on the constraints and the various use cases.

* 1. **References**

For the list, eligibility criteria and application procedure of the various awards and scholarships refer to the following document: <https://www.iiitdmj.ac.in/academics/download/SPACS-fellowships.pdf>

Dr. Subir Singh Lamba, SPACS Convener IIITDM Jabalpur

Dr. Atul Gupta (Mentor), Professor IIITDM Jabalpur

# Overall Description

## Product Perspective

The awards and scholarship portal is a new system that replaces the current manual and tedious processes for applying for various awards and scholarships. The system is expected to evolve over further releases and develop into a fully automated system thereby minimizing manual efforts and paperwork.

## Product Functions

In IIITDM Jabalpur there is a student, staff and Faculty.

There is a Scholarship: (i) Merit Cum Means (MCM) Scholarship. There are various awards and prizes -Chairman's Gold Medal, Director’s Gold Medals, D&M Proficiency Gold Medals, Academic Proficiency Medals, D&M Proficiency Prizes, Director’s Silver Medals, Notional Prizes and Certificates of Merit.

Each student fulfilling the required criteria as mentioned in the SPACS manual and interested can apply for MCM scholarship and also the other awards. The SPACS Assistant (Staff) physically verifies the documents submitted by the student and update this information in the portal. The SPACS Convener (Faculty) goes through the submitted applications and grants the award if the applicant (student) is eligible. For the list, eligibility criteria and application procedure of the various awards and scholarships refer to the following document: <https://www.iiitdmj.ac.in/academics/download/SPACS-fellowships.pdf>

## User Classes and Characteristics

Following are the users of the module

**User:** A user is the person who have logged in the system. He is able to browse through catalogue of available medals, scholarships and other awards and prizes, browse previous awardees and also view the details of SPACS members.

**Student:** A student of IIITDM Jabalpur who first logs into the system. He is able to browse through the details and modalities regarding eligibility and application procedure. He can then apply for a specific medal/scholarship/award. He can also track his application status. He can upload the necessary documents while applying for scholarships/medals.

**SPACS Convener (Faculty):** People responsible for circulating notifications about the awards and also deciding the recipients. He can introduce new awards and modify the existing ones. He can manage the Medals/Awards/Scholarships catalogues. He is the final authority to decide who gets the award and who doesn’t.

**SPACS Assistant (Staff):** The main purpose of the staff is physical verification of the documents and updating the application status of the students in the portal. He can notify to a student in case of lack of required information in the applications.

* 1. **Operating Environment**
     + The Awards and scholarship portal can be accessed over all platforms using majority of available web browsers.
     + The System shall permit user access from the institute Fusion website. Any user from outside the college will not be able to access the portal.

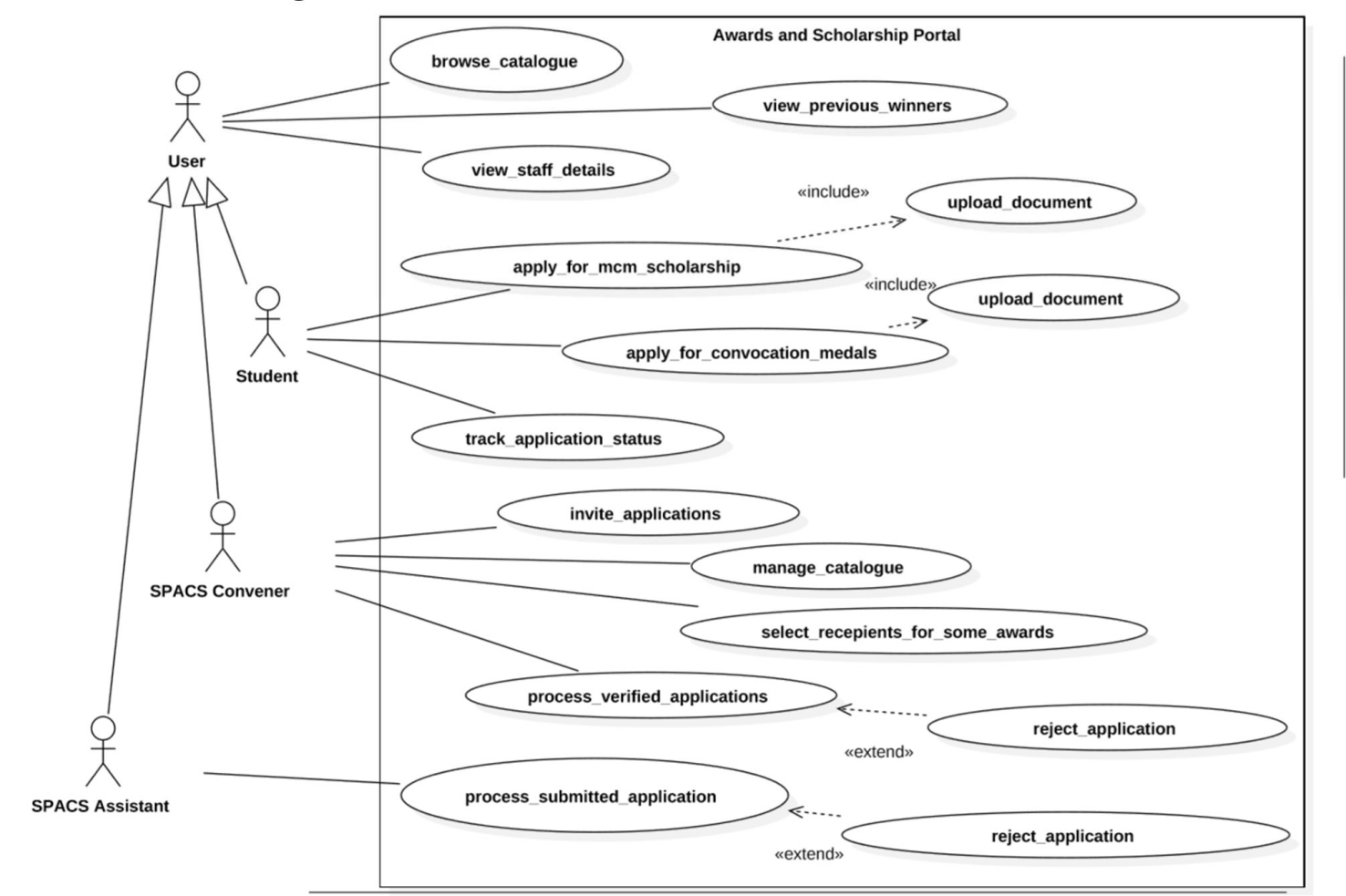
## Assumptions and Dependencies

* + - It is assumed that all the details provided by the students are accurate and up to date.
    - It is a dependency that for the portal to function properly, all the student’s keep their profiles updated all times whenever required.

1. **System Features**

We specify the functional requirements for the module using use cases. The section 3.1 represents the use case diagram for the module features.

## Use Case Diagram



* 1. **Use Case Description for a User as an actor to the system**

##### Use case # 1

|  |  |  |
| --- | --- | --- |
| **UC ID** | UC#1 | |
| **Use case**  **Name** | **browse\_catalogue** | |
| **Description** | User of the system can browse the available medals/scholarships categorically | |
| **Actor** | Students, SPACS Convener, SPACS Assistant | |
| **Precondition** | The user must be logged-in and the system is having the updated catalogue of all the  convocation medals, MCM scholarship and Other Prizes. | |
| **Main Flow** | 1 | Actor logs into the system and opens Awards and Scholarship Page. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2 | | Actor selects the ‘Browse Award Catalogue’ option. |
| 3 | | Actor selects the required award/scholarship/ medals and views the necessary details. |
| **Post conditions** | The necessary details of the awards are displayed. | | |
| **Alternate**  **Flow** | NIL | | |
| **Sub Flow** | NIL | | |
| **Global Alternate Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. | |
|  |  | **Post Condition:** The system returns to the actor’s dashboard. | |

##### Use case # 2

|  |  |  |
| --- | --- | --- |
| **UC ID** | UC#2 | |
| **Use case Name** | **view\_staff\_details** | |
| **Description** | User of the system can view administration in charge of the system, and other related staff details. This is required so student may contact authority to ask query regarding any of  medals/scholarship. | |
| **Actor** | Students, SPACS Convener, SPACS Assistant | |
| **Precondition** | System must have information about administration/staff. The user must be logged in and  Awards and Scholarship page is opened. | |
| **Main Flow** | 1 | In Awards and Scholarships page, Actor selects the ‘SPACS member details’ option. |
| 2 | Actor gets the list of SPACS Convener, SPACS Assistant and other members of SPACS involved in the system (if any). |
| **Post**  **conditions** | All the necessary details of the staff involved in the system are displayed. | |
| **Alternate Flow** | NIL | |
| **Sub Flow** | NIL | |
| **Global Alternate**  **Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

##### Use case # 3

|  |  |  |
| --- | --- | --- |
| **UC ID** | UC#3 | |
| **Use case Name** | **view\_previous\_winners** | |
| **Description** | User can view previous year’s winners for various convocation medals and MCM Scholarships. | |
| **Actor** | Students, SPACS Convener, SPACS Assistant | |
| **Precondition** | System must have information about winners of medals/scholarships/awards and actor must  be logged into the system and Awards and Scholarship page is opened. | |
| **Main Flow** | 1 | Actor selects the ‘Previous Award Winners’ option. |
| 2 | Actor then selects respective batch and award from the dropdown list provided |
| 3 | He clicks ‘Submit’ button. |
| **Post**  **conditions** | List of winners for the selected option are displayed in chronological order. | |

|  |  |  |
| --- | --- | --- |
| **Alternate Flow** | NIL | |
| **Sub Flow** | NIL | |
| **Global Alternate Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

* 1. **Use case description for Student (extending User) as an actor to the system**

##### Use case # 4

|  |  |  |
| --- | --- | --- |
| **UC ID** | UC#4 | |
| **Use case Name** | **apply\_for\_convocation\_medals** | |
| **Description** | The student can apply for Convocation Medals by filling out a form and uploading necessary documents.  *Guidelines:* https://www.iiitdmj.ac.in/academics/download/SPACS-fellowships.pdf | |
| **Actor** | Student | |
| **Precondition** | Student Logged in, opens Awards and Scholarship portal and applications are invited for the  same. | |
| **Main Flow** | 1 | Student clicks on ‘Apply for Awards’ option and then Convocation Medals. |
| 2 | Student reads the instructions for applying for the Convocation Medals and clicks on ‘Proceed’ button. |
| 2 | Student selects the type of application from the available options and the respective  form is displayed. |
| 3 | Student fills up all the necessary details in the form.[S1] |
| 4 | After successful upload student clicks on the ‘Submit’ button. |
| **Post conditions** | Application and documents submitted for verification. | |
| **Sub Flow** | S1 | He can upload supporting documents. |
|  | **Post-condition** - Documents are attached along with the form. |
| **Alternate**  **Flow** |  | NIL |
| **Global Alternate**  **Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

##### Use case # 5

|  |  |
| --- | --- |
| **UC ID** | UC#5 |
| **Use case**  **Name** | **apply\_for\_mcm\_scholarship** |
| **Description** | The student can apply for MCM scholarship by filling out a form and uploading necessary documents.  *Guidelines:*  https://www.iiitdmj.ac.in/academics/download/SPACS-fellowships.pdf" |
| **Actor** | Student |
| **Precondition** | Student Logged in, opens Scholarship and Awards portal and applications are invited for the same |

|  |  |  |
| --- | --- | --- |
| **Main Flow** | 1 | Student clicks on ‘Apply for Awards’ option and selects MCM Scholarship. |
| 2 | MCM Scholarship form is displayed. |
| 3 | Student fills up the necessary details in the form[S1] |
| 4 | After successful upload student clicks on the ‘Submit Application’ button. |
| **Post conditions** | Application and documents submitted for verification. | |
| **Sub Flow** | S1 | He can upload supporting documents like income certificate and all the required  documents (Refer to appendix A for MCM scholarship details). |
|  | **Post-condition** - Documents are attached along with the form. |
| **Alternate Flow** |  | NIL |
| **Global Alternate**  **Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

##### Use case # 6

|  |  |  |
| --- | --- | --- |
| **UC ID** | UC#6 | |
| **Use case Name** | **track\_application\_status** | |
| **Description** | Student views application status for each of the applied medal/scholarship. | |
| **Actor** | Student | |
| **Precondition** | Student must have applied for an award/scholarship and have a valid application number  assigned | |
| **Main Flow** | 1 | Student clicks on ‘View Application Status’ option. |
| 2 | Student selects the ‘Current’ option. |
| 3 | All the applications status is displayed here along with the application ID. |
| 4 | Student can also selects the ‘History’ option to view the status of the past applied  applications. |
| **Post**  **conditions** | The status of all applications submitted by the student in the past are displayed. | |
| **Alternate Flow** | NIL | |
| **Sub Flow** | NIL | |
| **Global Alternate Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

* 1. **Use case diagram and description for SPACS Convener (extending User) as an actor to the system**

##### Use case # 7

|  |  |
| --- | --- |
| **UC ID** | UC#7 |
| **Use case**  **Name** | **process\_verified\_applications** |
| **Description** | The actor is able to browse the awards/scholarships applications. While browsing he also gets a facility to sort them according to CPI, Income etc.  This feature provides an in depth statistics about the applicants. |
| **Actor** | SPACS Convener |

|  |  |  |
| --- | --- | --- |
| **Precondition** | Actor logs into the system, opens ‘Awards and Scholarships’ portal and the output of ‘process\_submitted\_applications’ | |
| **Main Flow** | 1 | Click on ‘Browse Applications’ |
| 2 | Select an award/scholarship |
| 3 | All the verified applications for the above selected option are displayed and can be  sorted according to various factors as displayed in description. |
| 4 | Actor selects one of the applications and checks that application. |
| 5 | Actor checks the hardcopies of submitted files (if required), then he updates the status of the application to the APPROVED. [A1] |
| **Post conditions** | Actor grants the application and the respective student is regarding the same. | |
| **Alternate Flow** | A1 | If actor finds any false information he REJECTS the application by clicking the REJECT button corresponding to that application. |
|  | **Post Condition**: The corresponding application gets rejected and the applicant (student)  is informed regarding the same. |
| **Sub Flow** | NIL | |
| **Global Alternate Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

##### Use case # 8

|  |  |
| --- | --- |
| **UC ID** | UC#8 |
| **Use case**  **Name** | **manage\_catalogue** |
| **Description** | The actor can make changes to the application procedure and also scrap the existing  awards/prizes/scholarship. |

|  |  |  |
| --- | --- | --- |
| **Actor** | SPACS Convener | |
| **Precondition** | Logs into the system, opens awards/scholarships portal | |
| **Main Flow** | 1 | Selects ‘Manage Catalogue’ option on the screen and list of awards and scholarships are displayed. |
| 2 | If an award/medal has to be modified/deleted then click on ‘edit button’ next to the award/medal |
| 3 | Make the necessary changes and click on ‘Save changes’ button. |
| **Post conditions** | The award/scholarship database is updated accordingly, and the SPACS manual needs to be updated as a result. | |
| **Alternate Flow** | NIL | |
| **Sub Flow** | NIL | |
| **Global Alternate Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

##### Use case # 9

|  |  |  |
| --- | --- | --- |
| **UC ID** | UC#9 | |
| **Use case**  **Name** | **invite\_applications** | |
| **Description** | He can invite the applications for the MCM scholarship or awards (if necessary) for all the students satisfied the criteria as mentioned in SPACS manual. | |
| **Actor** | SPACS Convener | |
| **Precondition** | Logs into the system | |
| **Main Flow** | 1 | Select ‘Invite applications’ option and the list of awards or scholarship is displayed for selection |
| 2 | Selects one award or MCM scholarship and click NEXT. |
| 3 | He has to select the Year of Students to which he want to invite the MCM applications or awards and click NEXT. |
| 4 | After successful completion, Clicks INVITE button. |
| **Post**  **conditions** | The notification is pushed to all the recipients on their homepage upon logging in. | |
| **Alternate Flow** | NIL | |
| **Sub Flow** | NIL | |
| **Global Alternate Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

* 1. **Use case diagram and description for SPACS Assistant (extends User) as actor to the system**

##### Use case # 10

|  |  |
| --- | --- |
| **UC ID** | UC#10 |

|  |  |  |
| --- | --- | --- |
| **Use case Name** | **process\_submitted\_applications** | |
| **Description** | The actor is able to browse the awards/scholarships applications. While browsing he also gets a facility to sort them according to CPI, Income etc.  This feature provides an in depth statistics about the applicants. | |
| **Actor** | SPACS Assistant | |
| **Precondition** | Actor logs into the system, opens ‘Awards and Scholarships’ portal | |
| **Main Flow** | 1 | Click on ‘Browse applications’ |
| 2 | Select an award/scholarship |
| 3 | All the Submitted applications for the above selected option are displayed |
| 4 | Actor selects one of the applications and checks that application. |
| 5 | Actor checks the hardcopies of submitted files (if required), then he updates the status of the application to the VERIFIED. [A1] |
| **Post**  **conditions** | Actor verifies the application and the respective student is notified regarding the same. | |
| **Alternate Flow** | A1 | If actor finds any false information he REJECTS the application by clicking the REJECT button corresponding to that application. |
|  | **Post Condition**: The corresponding application gets rejected and the applicant (student) is notified regarding the same. |
| **Sub Flow** | NIL | |
| **Global Alternate Flow** | GA1 | The actor can return to the dashboard at any time by clicking on dashboard button. |
| **Post Condition:** The system returns to the actor’s dashboard. |

# Other Nonfunctional Requirements

## Performance Requirements

* + - The product shall be based on web and has to be run from a web server.
    - The product shall take initial load time depending on internet connection strength which also depends on the media from which the product is run.
    - The performance shall very loosely depend upon hardware components of the user given a web-browser minimum-requirements are met.
    - A lot of data has to be queried from the database which may lead to decrease in response time of the pages to load if too much user request the services from the system.

## Security Requirements

* + - The profile of a student must not be accessible to other students.
    - The documents uploaded by the students should not be shared to any third party and should be kept stored on the database only till the duration validation and approval.

## Accessibility

* + - The system shall provide a uniform look and feel between all the system and web pages.
    - The portal should be up and running 24 hours a day. Client side of the system can be accessed from any device capable of running fully-functional web-browser.
    - To use complete system features user must login with id provided.

## Business Rules

* Applications are invited only for a specific period of time .i.e as mentioned in the notification.
* No student is allowed to fill the other student’s application forms.
* For more details, please refer IIITDMJ SPACS-fellowships manual.

# List of open issues with the module

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.  No | Issue details | Category | How it can be resolved? | Any other relevant information |
| 1 | Form validations | Unimplemented  functionality | By adding form  validations | NA |
| 2 | Incomplete  Notifications | Notification  related | Add the notification  feature | NA |
| 3 | UI/UX | UI | Good UI for filling the form | NA |
| 4 | Number of Form filling at a time | Unimplemented functionality | Check whether form is filled before or not | Only one form we have to submit in a given deadline |

# Suggestions:

In the present system we are filling the various fields like correspondence address, financial assistance etc. again and again in different convocation medals forms. This can be removed and those fields can be filled only once and can be retrieved from the previously entered data.

In MCM form, there is some information like 10th school fee, 10th school name, 12th school name, 12th fee etc. remains same for entire 4 years of our stay in IIITDM Jabalpur. It would be better if we store that information once after filling and from the next application we do not need to fill those details.

The approval process of MCM for the verified MCM applications can be automated.

# Appendix A: Merit Cum Means (MCM) Scholarship Form

### PDPM

**Indian Institute of Information Technology, Design and Manufacturing, Jabalpur**

##### Application form for Merit Cum Means Scholarship

1. Name of the Applicant: Capital Letter
2. Category (SC/ST/OBC/GEN)
3. State:
4. (i) Institute Roll No.
   1. Hall and Room No.
   2. Allahabad Bank Account No.
5. E Mail ID Address and Mobile No.
6. a. Name of Father b Name of Mother
7. Name of present Guardian

(His relationship with the student if parents are not alive)

1. Name of brother (s) and their occupation
2. Name of sister (s) and their occupation
3. Present Postal address of father/ guardian
4. Fathers Gross Annual Income
5. Mothers gross annual income (if applicable)
6. Annual Income from other source

(i.e Investment in Bank/ post office/ UTI/ LIC/ Shares/ Debenture/ Landed Property/ Income in the name of the students etc, if any)

8. Total of 7 (1) + (2) + (3) above ………………………………………. Rs. …......

1. Fathers/ Guardians Occupational Status (tick as applicable)
   1. In service (Government/ Private/ Public)

(Supported by IT form 16/ Saral Form whose annual income is above Rs. 50000/-)

1. Other than Salaried/ Pensioner

(supported by Annual Income Certificate to be issued by SDO/BDO/MRO/Tahasilder/Local Municipal Corporation/ Gram Panchayet, etc)

If business/ Medical/ Legal Practitioner/ Consultant etc

1. Name and Address of Firm/ Organization/ Shop
2. Nature of Business/ Trade
3. Trade/ Professional License / Registration No. (Copy to be enclosed)
4. Sales Tax/ Commercial Tax Registration No/ Zone
5. Pensioners/ Family Pensioners

(Supported by Non Employment certificate to be issued by SDO/BDO/MRO/ Tahsilder/ Local Municipal Corporation Gram Panchayet etc

1. Mothers Occupation

(With address of Employer, if employed)

1. Declaration

I declare the followings:

1. No disciplinary action has been taken against me by the Institute in the preceding academic year 2016-17.
2. I am not in receipt of any other scholarship/stipend/ financial assistance, etc. from any other sources.

Encl:

Signature of father/ Guardian Signature of Student

Questionnaire to be filled by students applying for MCM (Merit Cum means) scholarship

Name:- Roll No. Sign:-

1. Please write in detail about Father’s Occupation/Profession:-
   1. Government Service/Private Service/Business
   2. Describe the post and work if in service OR Describe the Business:-
2. Please write in detail about Mother’s Occupation/Profession:-
3. No. of Four wheeler (Giver description regarding make and year):-
4. No of Two wheeler (Giver description regarding make and year):-
5. House :
   1. Rented/ Owned
   2. Plot area and constructed Area. 6.High School (10th Standard)
6. Name of School
7. Fees per month:- 7.Inter (12th Standard)
8. Name of School:-
9. Fees per month:-

8.Amount of Educational Bank Loan along with name of Bank:

##### Part II

##### (Declaration by the father/ guardian of the student)

I declare that my Annual Family Income from other sources during the financial year

……………… was as under:

1. Landed Properties (Certificate from Tahsilder/ Gram Panchayet):
2. Agriculture:
3. Investment in Bank/ Post Office/Unit Trust:
4. Shares Certificates/ debenture:
5. Other Sources:

Total

Further I declare that the information given above is true. I understand that the Merit cum Means Scholarship/ free ship if awarded to my son/ daughter is liable to be withheld or discontinued at the discretion of the authorities of the PDPM-IIITDM Jabalpur, with out assigning any reason. If subsequently (after award of MCM scholarship to my ward) it is found that he/ she has been granted any other scholarship/ stipend/ financial assistance etc. by any Govt/ Non Government organization for the period, I shall be bound to refund the whole amount of scholarship/ free ship/ stipend and financial assistance etc to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the scholarship/ free ship amount (paid to my son/ daughter by Institute) **and willing to be prosecuted as per law** in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

Date

Signature of the father/ guardian: Full Name:

Address with pin code: Phone/ mobile number if any

##### Form A

Annual income Certificate for those Parents/ Guardians who are in service (Govt or Private)

##### Income from Salary

Name and Address of the Employer

Certified that is employed in this organization

in the capacity of (Designation…………………………………) Post held by the Employee………………………….., and that the break up of his/ her gross annual income from salary received in the financial year is as follows:

##### Item Total Amount for 12 months

Basic Salary if consolidated/ pay Band: Grade Pay:

DA/ADA/ Relief:

Special Pay and Honorarium, Bonus etc if any: Other Allowances if any:

Employer Signature with seal

Designation Date

**N.B:** All the entries as stated in column 2 above must be supported by attested copy of IT **Form 16/ SARAL** form for the corresponding year.

Guardians whose annual gross income is below Rs. 50,000/- need not submit IT return. They have to submit a certificate from Employer/ Salary disbursing officer stating that their annual income is not taxable and they need not produce **IT Form 16**.

##### Form – B

##### Format of Income Affidavit

(For use of those parents/ guardians who are not in employment anywhere and derives income from sources other than salary / pension)

(To be submitted on Non Judicial stamp paper of Rs. 20/- and sworn in before a first class Magistrate/ Notary public)

I, Shri/ Smt. ……………………………………………….a resident of

………………………….. Solemnly declare that:

* 1. My son/ daughter, Shri/ Miss ……………………………………………. Is currently studying at the PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, in 4-year B Tech programme in Engineering.
  2. He/ She is an applicant for the award of Merit Cum Means Scholarship for the Academic year

………………………………………

* 1. I, declare that my spouse is employed/ not employed of my family in the financial year

………………………………….. i.e during the period from 1st April……….. to March 31 was as mentioned hereunder (supported by document):

1. From my own professional as indicated: Rs pa
   1. Income from Business/Medical Practice Legal Practice Rs pa

Engineering Consultancy etc

* 1. Income from Agriculture Rs pa iii) Income

from Landed Properties Rs. ………….........pa iv) Income from Investment in Bank/ Post office etc Rs pa

v) Income from Share Certificates/ Debentures Rs pa vi) Income

from any other sources (i.e. Retirement Rs. ………….........pa Benefits for VRS/ VSS etc if any

1. Income of my wife (if any) pa

(if employed, salary certificate from employer to be enclosed) Rs pa

© Income in the name of my son/ ward (if any) Rs pa

Total Income (A + B + C) Rs pa

Further, I declare that the information given above is true. I understand that the Merit Cum Means scholarship if awarded to my son/ daughter is liable to be withheld or discontinued at the discretion of the authorities of the PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur, without assigning any reason. If subsequently (after award of MCM Scholarship to my ward) it is found that he/ she has been granted any other has been granted any other scholarship/ stipend/ Financial assistance etc by any Government / Non Government organization for the same period, I shall be bound to refund the whole amount of scholarship/ free ship/ stipend/ Financial Assistance etc to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the scholarship/ free ship amount (paid to my son/ daughter by the Institute) **and willing to be prosecuted as per law** in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

(Signature of father/ guardian)

Sworn before me this ……………….. Day of ………………..2017 and

signed (Seal)

(Signature of first class Magistrate/ Notary public)

##### Form C

##### (For pensioner/ family pensioner only)

(Income/ salary certificate for those parents/ guardians who are in pensioners or retired from service or their wives are getting family pension**)**

Income from Pension/ Family pension: Rs. ………………………..

1. Name and Address of the Ex Employer with PPO Number:
2. Certified that ……………………………… was employed in this organization/ superannuated from , in the capacity of (post held by retired employee)

and that the break up of his/ her annual income from Pension/ family pension received in the financial year is as follows:

##### Item Total amount for 12 months

1. Basic pension/ family pension Rs.
2. Dearness Relief: Rs.
3. Other allowances, if any Rs.

Signature of ex employer Pension disbursing officer Designation

Date

*(Official Seal)*