



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी,
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ACADEMIC
COURSES



Ref: IITG/Acad/MEB_OEB/2025/11349

Date: 04/04/2025

NOTICE

The Institute is offering fee waivers for eligible undergraduate students (BTech and BDes) for which the concerned students are required to upload income certificate and affidavit in ERP portal for fee waiver. The fee waiver is applicable under the following categories:

A1. Most Economically Backward (MEB) Students: Most Economically Backward (MEB) Students are those GEN/GEN-EWS/OBC-NCL students whose annual family income from all sources is below 1 lakh. The Tuition Fee is fully waived for MEB students. **MEB category students must upload income certificate or affidavit for claiming fee waiver.**

A2. Other Economically Backward (OEB) Students: Other Economically Backward (OEB) Students are those GEN/GEN-EWS/OBC-NCL students whose annual family income from all sources is between 1 lakh and 5 lakhs. For OEB students two-third of the Tuition fee is waived. **OEB category students must upload income certificate or affidavit for claiming fee waiver.**

A3. SC / ST / PWD Students: For students belonging to SC / ST / PWD categories Tuition fee is fully waived. **SC / ST / PWD students need not upload income certificate or affidavit for claiming fee waiver. Fee waiver is automatically applied as per their admission data.**

B. Important Instructions for MEB/OEB Students for document upload:

B1. Document Submission Requirements:

- **Family Income Certificate:** Must be issued for the financial year **April 1, 2024 – March 31, 2025** by a competent authority (District Magistrate/Revenue Officer/Tehsildar), as per the proforma given in **Annexure-I** and **Annexure-II**.
- **Income Affidavit:** Must be submitted on **non-judicial stamp paper of ₹100**, as per the proforma given in **Annexure-II**.
- Income certificate and Income Affidavit must be issued after **April 1, 2025**. **Documents issued prior to April 1, 2025 will not be considered.**

B2. Document Format:

- Documents must be submitted in **PDF format** and should be **clear and legible**.
- The document must be in English or Hindi.
- Scanned documents must not be hazy or unclear (e.g., those prepared using a smartphone).
- Your **Institute Roll Number** must be visible on both documents.

B3. Submission Process:

- Log into <https://academic.iitg.ac.in/ssol/> with your **IITG ERP credentials** and click on the **“Document Upload”** link in the sidebar.
- Upload the scanned PDF files of the **Family Income Certificate** and **Income Affidavit**.
- Click the **“Upload”** button to complete the submission.

B4. Deadline for Submission:

- **The deadline for uploading the required documents is 5:00 PM on May 16, 2025.**
- Documents submitted after this deadline will **not be considered**.

B4. Important Notes:

- The fee waiver is subject to the **scrutiny** of the submitted documents by the Institute's competent authority.
- Submission of false information will result in **penal action**, including recovery of the fee concession with interest and possible **legal action**.

Please ensure timely and accurate submission of the required documents to avail the fee waiver.

For any further queries, please contact the Academic Office.



Dr. Subhajit Choudhury
HoS, Academic Courses

Head of Section
Academic Courses
Indian Institute of Technology Guwahati

Annexure-I

FORMAT OF FAMILY INCOME CERTIFICATE FOR AVAILING TUITION FEE WAIVER BENEFIT

Certificate No.:

This is to certify that Mr./Ms.
(Father/Mother/Guardian)
Father/Mother/ Guardian of is a resident
(Student name and IIT G Roll No.)
of Vill/Town P.O. P.S. .
..... Mouja/Taluk
District his/her family annual income from all sources is
Rs. (Rupees... only).

Income from :

<u>Relation</u>	<u>Profession</u>	<u>Amount</u>
a) Father's Income	:	: Rs
b) Mother's Income	:	: Rs.
c) Guardian's Income	:	:Rs.
e) Other sources	:	: Rs.

Gross Total Income = Rs. _____

This Certificate is issued for the financial year April 01, 2024 - March 31, 2025.

Date:

.....

Signature with Seal

Name _____

Designation _____

Contact No./ Email:

The Income Certificate issued 'by any one of the following authorities' in the prescribed format as given above shall only be accepted as proof of candidate's claim for availing tuition fee waiver:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

FORMAT OF INCOME AFFIDAVIT

**TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS. 100/- AND SWORN IN BEFORE A FIRST-CLASS
MAGISTRATE / SDO / BDO / TEHSILDAR / NOTARY PUBLIC / REVENUE OFFICER OF HIS/HER JURISDICTION**

NAME (In **BLOCK** Letters) :

Roll No. :

Course (BTech / BDes) :

I,, father/mother/guardian of Mr./Ms
declare that my/our annual income from all sources e.g. service/agricultural/trading/pension/interest/
(specify all types of other sources) including that of my spouse and unmarried children is Rs
(Rupees only) during last financial year (i.e. from
April 01, 2024 to March 31, 2025).

The details are as follows:

(A)

1. From my profession/ Salary/ pension as indicated
(Attach proof from employer/ Form 16/ IT Return etc.) Rs. _____ p.a.
2. Income from Business/ Medical Practice Legal Practice/ Engineering
Consultancy etc. Rs. _____ p.a.
3. Income from Agriculture Rs. _____ p.a.
4. Income from land Properties Rs. _____ p.a.
5. Income from Investment in Bank/ Post Office etc Rs. _____ p.a.
6. Income from Share Certificate/ Debentures Rs. _____ p.a.
7. Income from any other sources
(i.e. Retirement Benefits for VRS/ VSS etc. if any) Rs. _____ p.a.

(B)

1. Income of my wife/husband (if any)
(if employed salary certificate employer / Form 16 to be enclosed) Rs. _____ p.a.

(C)

1. Income in the name of my son/ daughter Rs. _____ p.a.

GROSS TOTAL INCOME (A+B+C) Rs. _____ p.a.

Further, I hereby undertake that if at any stage, it is found that this information given by me is false,
then the waiver / remission given in tuition fee to my ward can be recovered with penal interest, and
legal action as deemed fit may be taken against me and my ward.

(Signature of Father/Guardian)

Sworn before me this _____ day of _____ 2025 and signed.
(SEAL with date)

Signature of First-Class Magistrate/SDO/BDO/TEHSILDAR/Notary Public
or any other Revenue officer of the district of the signatory