



Dated: 22-10-18

F. No. IPU/DSW/EWS/2018/2769

### NOTICE

**Subject: Inviting applications online for financial assistance to the Students under Economically Weaker Section (EWS) Scheme of the University for the year- 2018-19.**

The Directorate of Students' Welfare invites online applications from the students of the GGS Indraprastha University (University Schools of Studies & affiliated institutes) belonging to the Economically Weaker Section of the Society for grant of financial assistance under the EWS scheme of the University for the year 2018-19. Manual applications will not be accepted. Applicants must read the instructions carefully before proceeding to fill the form. Only eligible students can apply.

#### 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. 2,50,000/- per annum.
- iii) The applicant/applicant's family should hold a 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. 2,50,000/-. The date mentioned on the Income Certificate should be valid as per the Govt. norms on the date of issue of the notice of EWS Scheme.
- 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 students admitted through the Management Quota.
  - b) 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.
  - c) The applicant detained in any semester examination of the course due to shortage of attendance.
  - d) The applicant penalized by the University or the institutes for any act of indiscipline during the course.
- vi) Every applicant shall be required to submit a printout of online submitted application with all requisite documents on or before the closing date of this scheme to the Director/Principal in case of affiliated institutes and Dean in case of University Schools of Studies for onward forwarding and submission to the Directorate of Students' Welfare.

#### DOCUMENTS REQUIRED:

- i) Duly filled online submitted application form.
- ii) 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. The date mentioned on the Income Certificate should be valid as per the Govt. norms on the date of issue of the notice of EWS Scheme.
- iii) An Affidavit in prescribed format attested by public notary by the applicant if he/she is more than 18 years age or by the guardian of the applicant if he/she is less than 18 years of age.
- iv) The University Admission Slip/ seat allotment letter issued at the time of Counseling/admission.
- v) Marksheets of all previous academic qualifications from class-X.
- vi) In case of old students, copy of all semesters' examination of the University.
- vii) Copy of latest fee receipts issued by the University/Institutes.
- viii) Copy of Aadhaar Card of student and seeding of aadhaar with the bank account of the student.
- ix) Copy of passbook and a cancelled cheque of saving bank account of applicant for remittance of financial assistance, if granted by the University, directly to the student's bank account. 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.
- x) Letter of recommendation for consideration of the request for grant of financial assistance issued by the Dean / Principal/ Director as generated online.
- xi) All the documents, testimonials submitted with the application form should be self attested and duly verified by the Dean/Director/Principal.

**Important Instruction for students to submit online application**

**The last date for submission of application online by the students of the University is 25.11.2018**

- Step1:** Register yourself to the web portal.
- Step2:** New applicants go through the registration process by your CET Roll No. and year / Enrolment No. Save your User ID and Password for future use.
- Step3:** After completion of registration process, login to your account.
- Step4:** The applicants who have registered themselves for last year under the online scheme of EWS, they will login through their User ID and Password as saved for last year.
- Step5:** In case forget password, contact to concerned officer/ faculty deputed for this purpose by the Director/ Principal.
- Step6:** Apply and fill up the all personal information, bank details, qualification, family details, locality & accommodation. After filling all information, click the button final submission. The edit option will not be allowed after final submission, therefore, ensure that all information is correct.
- Step7:** Take a print out of online submitted application and attach all requisite documents as per the guidelines and check list.
- Step8:** Submit duly signed print out of online submitted application along with all requisite documents to respective institute/ USS on or before **27.11.2018**.

**Important Instruction for Institutes/ USS for online verification and recommendation:**

The last date for recommending the applications online by the institutes/ USS is **30.11.2018** and physically submission of applications in the DSW office is **05.12.2018**. All nodal officers are advised to recommend or reject the applications online on day-to-day basis.

- Step 1:** Login to your account through User ID and password as provided by the DSW office.
- Step 2:** Receive application online in respect of students who have submitted applications physically, check the eligibility criteria as laid down in the guidelines and verify the details of student.
- Step3:** In case of rejection, mention the reason, take a printout of rejection letter and return it along with application form to the student within three days from the date of physically submission of application.
- Step4:** If found application is complete in all aspects, recommend the application and fill up the fee particulars of student online. After recommendation, take a print out of recommendation letter and attach it with the application of student.
- Step5:** Forward the applications of students along with all requisite documents and duly signed & stamped recommendation letter and a list of recommended students to the DSW office before the last date for submission, i.e., 05.12.2018.

**Note:**


1. No application will be accepted directly from the students/parents or by post. All the applications should be filled up online and forwarded by the Dean, USS/Director or Principal of affiliated institute to the Director, Students' Welfare.
2. The guidelines of the EWS Scheme, details of required documents can be downloaded from the University's website, i.e., [www.ipu.ac.in](http://www.ipu.ac.in) under the link of Students' Welfare-EWS.
3. **The Dean, USS/Director or Principal, affiliated institute must ensure that all requisite documents have been enclosed along with the application form and all the information given by the student has been verified from the office records.**
4. **Applicants furnishing false information and or forged/fabricated documents shall be subjected to strict disciplinary action including criminal prosecution as per the law.**
5. The date of personal interaction shall be displayed on the website [www.ipu.ac.in](http://www.ipu.ac.in). All the applicants are advised to access the University's website at regular intervals for latest updates. No separate information addressed to individual applicants shall be sent by post or communicated telephonically.

  
(Prof. C.S. Rai)

Director, Students' Welfare

**Copy to:**

1. All Deans, GGSIPU
  2. All Directors/Principals of affiliated institutes
  3. Asstt. Registrar to the Vice Chancellor -for information of the Hon'ble Vice Chancellor.
  4. SO to the Pro Vice Chancellor -for information of the Pro Vice Chancellor.
  5. Asstt. Registrar to the Registrar -for information of the Registrar.
  6. In-charge, Server Room-with a request to upload the Notice on the University's website
  7. Notice Board-for information and wide publicity among the students
- } For information and publicity of the EWS Scheme among students

  
(Hirdesh Gorh)  
Assistant Registrar