

**OFFICE OF THE DIRECTOR**  
**Dr. AKHILESH DAS GUPTA INSTITUTE OF TECHNOLOGY & MANAGEMENT**  
(Formerly Northern India Engineering College)  
New Delhi

DIR/Gen-Admin/2023-24

September 30, 2023

**OFFICE ORDER**

**ATTN: ALL B.TECH., MBA, BBA, BALLB & BBALLB**  
**STUDENTS**

**Sub: Inviting Applications Online for Financial Assistance**  
**to the students under Economically Weaker Section (EWS)**  
**Scheme of the University for the Year 2022-23**

All the students are hereby informed that the Director, Students' Welfare, GGSIP University is inviting applications online for Financial Assistance to students under Economically Weaker Section (EWS) Scheme for the year 2022-23. The eligibility to apply for the EWS Scheme is given below:

**Students having National Food Security Ration Card with latest Six (06) Months Transactions in their NFS Card.**

All students who are eligible and willing to apply for Online EWS Scheme are hereby advised to fill the online applications through University's website [www.ipu.ac.in](http://www.ipu.ac.in). Applicant students are also required to submit a hardcopy of their online application along with relevant documents in my office to Ms. Meena Bisht. Guidelines of the scheme are attached with the notice. Students must read the instructions carefully before proceeding to fill the form.

**The last date for submission of online application is 10<sup>th</sup> October, 2023.**



**Prof. (Dr.) Sanjay Kumar**  
**Director**

**Copy for information to:**

1. Director (Coordination), ADGITM, New Delhi.
2. Director (Finance), ADGITM, New Delhi.
3. Asstt. Director (HR) & Staff Officer to Hon'ble Chairperson, ADGITM, New Delhi.
4. Sr. Dy. Director (Construction), ADGITM, New Delhi.
5. Principal (CLE), ADGITM, New Delhi.
6. Director, IQAC & Dean, Students' Welfare Committee, ADGITM, New Delhi.
7. Incharge, B.Tech 1<sup>st</sup> year, ADGITM, New Delhi.
8. Chief Accountant (Accounts) ADGITM, New Delhi.
9. Head, Examination Cell, ADGITM, New Delhi.
10. Dr. Saurabh Gupta, Incharge (Website Cell), ADGITM, New Delhi.
11. All HODs/DIs, ADGITM, New Delhi.



Directorate of Students' Welfare  
Guru Gobind Singh Indraprastha University  
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

F. No. IPU/DSW/EWS/2022-2023/812

Dated: 22.09.2023

**NOTICE**

**Subject: Inviting applications online for financial assistance to the Students under Economically Weaker Section (EWS) Scheme of the University for the year-2022-23.**

**Opening Date of Scheme :25-09-2023**

**Closing Date of Scheme :10-10-2023**

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 2022-23. 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) EWS Financial Assistance Scheme for the year 2022-23 will be given to the students of USS/Affiliated Institutes who will fulfill the following conditions:
  - a. National Food Security Card with 06 month transactions in their NFS card

Students who want to avail EWS Financial Assistance under ii (b) need to apply online on EWS portal and submit the hardcopy of the same to the concerned College/Institute/USS Nodal Officer for verification. Once verification is done by the concerned College/Institute/USS, the same will be submitted to the O/o DSW by the concerned Nodal Officer.

Only eligible candidate will be called by the O/o DSW for verification of documents in original.

- iii) 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 failed 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.
- iv) 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) National Food Security Card(statement of last 06 months transaction)
- 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 Instructions for students to submit online application**

**The last date for submission of application online by the students of the University is 10.10.2023**

**Step1:** Register yourself on the web portal.

**Step2:** New applicants to go through the registration process by the 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 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 13.10.2023.**

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

**The last date for recommending the applications online by the institutes/ USS is 18.10.2023 and physically submission of applications in the DSW office is 25.10.2023.** 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., 25.10.2023.

#### **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. Manpreet Kaur Kang)  
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. Asstt. Registrar to the Registrar -for information of the Registrar.
  5. In-charge, Server Room-with a request to upload the Notice on the University's website
  6. Notice Board-for information and wide publicity among the students
  7. Guard file
- } For information and publicity of the EWS  
Scheme among students

  
(Neeraj Pant)  
Section Officer, SW

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

**Online portal will be opened with effect from 25.09.2023**

**The last date for submission of application online by the students of the University is 10.10.2023**

**The last date for recommending the applications online by the institutes/ USS is 18.10.2023**

**Physically submission of applications in the DSW office is 25.10.2023**



**Directorate of Students' Welfare**  
**Guru Gobind Singh Indraprastha University**  
Sector-16 C, Dwarka, Delhi-110078 Website: <http://ipu.ac.in>

F. No. 3 (208)GGSIPU/DSW/EWS/811

Dated 12.09.2023

**FINANCIAL ASSISTANCE TO THE STUDENTS UNDER  
ECONOMICALLY WEAKER SECTION (EWS) SCHEME**

**1. INTRODUCTION**

The University has the scheme to grant financial assistance to the students of the University belonging to the Economically Weaker Sections of the society. The purpose of the scheme is to enhance the accessibility of students belonging to Economically Weaker Section of the Society in the higher education. The University has evolved an objective and transparent mechanism to assess the eligibility of the students for this scheme.

**2. THE KEY FEATURES OF THE SCHEME**

- i) The scheme is open to all the students of the University who fulfil the eligibility criteria as laid down herein below.
- ii) In this scheme, a duly constituted committee of the University assesses the economic condition/financial requirements of the applicants' parents/family and based on its recommendation grants financial assistance to such students. The Committee takes into account factors like the livelihood pattern of the family, the locality of habitation of the family, the nature and number of dependents, the socio-economic strata of the family, the financial needs of the student and the family, the state of health of the dependents of the family, the nature of schooling and academic merit of the applicant and such other relevant parameters on which the economic condition and the financial needs of the family/applicant may be assessed. In certain cases, the committee may recommend physical inspection of the home and the living standard of the family to assess the economic condition.
- iii) The maximum limit of financial assistance given to an applicant will not be more than Rs.50,000/- in an academic session. However, in exceptional circumstances, for the reasons and justification put on record, the Committee may recommend the grant of financial assistance exceeding Rs.50,000/-.
- iv) The submission of application for consideration of the request for financial assistance does not *per se* create any right in the applicant for the grant of financial assistance. In all cases, the grant of financial assistance is subject to fulfilment of eligibility criteria for grant of financial assistance, the consideration of the duly constituted committee and the approval of the Competent Authority. The decision of the Competent Authority shall be final and no request for reconsideration of the recommendation of the committee and the decision of the Competent Authority shall be entertained.

**3. ELIGIBILITY CONDITIONS:**

- i) The applicant should be a regular student of the University.
- ii) EWS Financial Assistance Scheme will be given to the students of USS/Affiliated Institutes who will fulfill any one of the following conditions:
  - a. National Food Security Card(statement of last 06 months transaction)
  - b. Student whose annual family income is upto Rs. 2.5 Lacs (income certificate to be issued by SDM, preferably alongwith ITR)  
Income Certificate issued by the SDM or any other officer authorized in this behalf by the Revenue Department. 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.

**First Preference:**

The students who will come under category 1 (a) will be considered first with strict compliance that 06 month transactions must be reflecting in their NFS card.

Students who want to avail EWS Financial Assistance under 1 (a) need to apply online on EWS portal and submit the hardcopy of the same to the concerned College/Institute/USS Nodal Officer for verification. Once verification is done by the concerned College/Institute/USS, the same will be submitted to the O/o DSW by the concerned Nodal Officer.

Only eligible candidate will be called by the O/o DSW for verification of documents in original.

#### **Second Preference:**

In case, any amount will be left after exhausting the eligible students under Category 1(a), students falling under category 1(b) will be considered for EWS financial assistance for which the said scheme will be opened separately.

Students who want to avail EWS Financial Assistance under 1 (b) need to apply online on EWS portal and submit the hardcopy of the same to the concerned College/Institute/USS Nodal Officer for verification. Once verification is done by the concerned College/Institute/USS, the same will be submitted to the O/o DSW by the concerned Nodal Officer.

Only eligible candidates will be called by the O/o DSW for personal interaction with the Committee duly constituted by the Competent Authority.

- iii) 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.
- iv) 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.

#### **4. DOCUMENTS REQUIRED:**

- i) Duly filled online submitted application form.
- ii) National Food Security Card(statement of last 06 months transaction)
- iii) 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, preferably alongwith ITR).
- iv) 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.
- v) The University Admission Slip/ seat allotment letter issued at the time of Counseling/admission.
- vi) Marksheets of all previous academic qualifications from class-X.
- vii) In case of old students, copy of all semesters' examination of the University.
- viii) Copy of latest fee receipts issued by the University/Institutes.
- ix) Copy of Aadhaar Card of student and seeding of aadhaar with the bank account of the student.
- x) 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.
- xi) Letter of recommendation for consideration of the request for grant of financial assistance issued by the Dean / Principal/ Director as generated online.
- xii) All the documents, testimonials submitted with the application form should be self attested and duly verified by the Dean/Director/Principal.

#### **5. SUBMISSION OF APPLICATION FORM**

- i) Duly filled application form online with all requisite documents should be submitted to the Dean in the case of USS and Director/Principal in the case of affiliated institutes on or before the closing date for submission of application.
- ii) No application will be accepted directly from the applicants/parents. All applications should be forwarded to the Directorate of Students' Welfare through proper channel.

- iii) It shall be the duty of the Dean/Director/Principal:
- a) To online record the statement of recommendation which may include the statement of no-recommendation. Wherever, the case is not recommended for grant of financial assistance, a justification should be recorded for not recommending the case.
  - b) To forward all applications, which have been submitted to the Directorate of Students' Welfare, before the last date. The Directorate of Students' Welfare shall not be responsible for any delay in forwarding of the application form by the Dean/Director/Principal and in all such cases of late submission, the consideration for grant of financial assistance may be denied.
  - c) To check, scrutinize and verify the eligibility of the applicant and the documents based on which the eligibility is claimed. It should be ensured that all the documents submitted with the application are well tagged to avoid any loss of papers.
  - d) **The applications of ineligible applicants may be rejected online at the level of Dean/Director/Principal.** In all such cases of rejection, the statement stating the reason of rejection should be stated online and return the same to the applicant within 3 days of submission of application. Any applicant not satisfied by the decision of rejection may appeal to the Director, Students' Welfare within 7 days of the communication of rejection.
  - e) **Only complete applications of the eligible students will be accepted through proper channel in the Directorate of Students' Welfare before last date for submission of applications.**

## **6. PROCEDURE FOR CONSIDERATION OF APPLICATION**

- i) All applications received in the Directorate of Students' Welfare through Dean/Director/Principal shall be notified on the University's website, i.e., [www.ipu.ac.in](http://www.ipu.ac.in)
- ii) The applicants and their guardians shall be required to appear before the committee as per the schedule and venue notified on the University's website by the Directorate of Students' Welfare. The schedule of interview shall be notified on the university's website, i.e., [www.ipu.ac.in](http://www.ipu.ac.in). No personal or separate communication/information to this effect shall be given to the applicants.
  - a) The applicants and their guardians should present before the committee the justification for grant of financial assistance. The applicant shall be required to produce all relevant documents in original based on which the justification for grant of financial assistance is made.
  - b) The applicant shall also be required to produce the documents in original based on which the eligibility for claim of financial assistance is made.
  - c) The applicant should carry a self attested copy of all the documents based on which the eligibility and the request for grant of financial assistance is made.
- iv) The applicants and their parents, who do not appear before the committee on scheduled date and time, will forfeit their claim of financial assistance under EWS Scheme. No request for personal appearance before committee will be considered after the scheduled date.
- v) The list of applicants who are approved for financial assistance by the Competent Authority under this scheme shall be notified on the University's website. No separate intimation shall be given to the applicants who are recommended/not recommended for financial assistance under this scheme by the committee.
- vi) All the applicants, who apply under this scheme, are advised to access the website on regular intervals for updates. No separate information shall be sent by post or conveyed telephonically.

## **7. GUIDELINE FOR THE COMMITTEE:**

1. The committee should consider the request of applicants for grant of financial assistance keeping in view the purpose and objective of the scheme.
2. The committee should assess the economic condition of the applicant based on specific criteria and information thereof provided in Part-II of the application form.
3. In cases where the applicants who have been granted financial assistance in previous year(s), the committee should consider the extent of financial assistance on the basis of academic performance subject to fulfilment of the laid down eligibility criteria of the scheme. Wherever, the committee finds the beneficiaries of the scheme doing outstanding academic performance, it should consider the grant of financial assistance appropriately to motivate the applicant.

4. In case of 'single girl child' applicants, the committee should consider it appropriately for financial assistance to promote the overall gender justice and women empowerment in the society subject to fulfilment of laid down eligibility criteria of the scheme.

  
(Prof. Manpreet Kaur Kang)  
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. Asstt. Registrar to the Registrar -for information of the Registrar.
5. In-charge, Server Room-with a request to upload the Notice on the University's website under Students' Welfare link.
6. Guard file

  
22/9/23

(Neeraj Pant)  
Section Officer (DSW)