



Academic-UG Section
DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009
Shahbad Daulatpur, Bawana Road, Delhi-110042
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F. No. 105 (668) DTU/Acad-UG/MSJE/2019-20/4340 - 48 Dated 25/7/19

CIRCULAR (IMPORTANT)

Subject: Procedure for forwarding of applications for scholarship under various schemes for SC/ST/OBC/Minorities students for AY 2019-2020 on National Scholarship Portal (NSP).

The student of SC/ST/OBC/Minorities category, who wish to apply for various scholarships schemes offered by Govt. of India and different states including Govt. of NCT of Delhi for **AY 2019-2020** are advised to visit respective web portal <https://scholarships.gov.in/> of respective Ministry or State for scheme details, eligibility criteria and procedure of applications.

- 1. Process of applications to concerned Ministry or Deptt. of Govt. of India or State:** Students may apply online or physically as the case may be. The students are advised to make sure of their eligibility for the scholarship before applying and attach self-attested copies of required certificates and documents along with the completed applications in format as specified by the concerned Ministry and State or apply online as case may be. Student shall be solely responsible for completing all formalities required by the concerned sponsorers. Non-submission of required documents and non-verification of documents vis-à-vis original documents etc.

IMPORTANT: As per directions of Govt. of India, all applicants are required to get their bank accounts AADHAR linked for direct benefit transfer (DBT) of scholarships failing which scholarship will not be credited to their bank accounts. For this purpose students are advised to visit their respective bank branch for further necessary action.

- 2. Process of forwarding verification of applications by DTU:** All eligible students who are applying/have applied for above scholarships are directed to submit following self-attested documents at Window no. 1, of Academic UG section during working hours from 10:00 AM to 02:00 PM, **All self-attested. This list is not comprehensive student has to attach all documents as required under relevant Scheme.**

1.	Application in prescribed proforma (Annexure-A)
2.	Copy of online generated application
3.	Cast certificates
4.	Income certificate issued by Distt. Revenue Authority
5.	Mark sheets of 12 th for the 1 st year student only
6.	First year students have to submit JEE Rank Card.
7.	Mark sheets of previous semesters.
8.	If Involved in any disciplinary case. If yes, detail of case (Copy of order)
9.	Copy of Death Certificate of parent (if applicable)
10.	Cancelled Cheque or Passbook (Account must be in name of student only)
11.	Copy of Aadhar Card
12.	Copy of fee receipt for year of claim
13.	Original bills for books, Computer etc.
14.	Original bills for boarding lodging , rent receipts, hostel charges

All SC/ST/OBC/Minorities students who have applied for different scholarship schemes online are required to submit application to Academic UG Section as per procedure mentioned above and visit the Section and bring one set of self-attested copies of all documents and original document for verification.

DTU will not be responsible in case application is rejected by sponsorer Ministry due to any discrepancies left on part of the student.

No application will be forwarded to concerned Department or Ministry in case student does not apply in required format, does not attach self-attested documents as required under the relevant schemes and does not get documents verified physically vis-à-vis original documents. For any clarification student may visit Window no.1 of DTU Academic UG Section.

Encl:- Annexure - A

(Prof. Madhusudan Singh)
Dean Academic-(UG)

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Copy to:

1. PS to the VC for information to the Hon'ble Vice Chancellor, DTU
2. PA to PVC for information to the PVC, DTU
3. Registrar, DTU
4. Dean Academic-UG
5. All HODs :- With the request to display on departmental notice boards
6. Librarian
7. Chief Warden
8. All notice boards.
9. Head CC: With the request to upload on DTU main website.

(Prof Rajeshwari Pandey)
Associate Dean Academic (UG)

Annexure-A

Academic-UG Section Delhi Technological University

(Common Scholarship Form for all types of Scholarship at NSRF)

Name of the Scheme:-.....

(Application incomplete in any sense or not accompanied with required self-attested documents will not be forwarded. No further communication in this regard will be entertained. Therefore, applicant/student is advised to read eligibility criteria of concerned deptt./Ministry at <https://scholarships.gov.in/> Website).

1.	Name:	
2.	Registration No.	
3.	Roll No.	
4.	Programme:	
5.	Email-id	
6.	Mobile No.	
7.	Aadhar Number	
8.	Aadhar Enrolment ID	
9.	Gender (M/F)	

10.	DOB			
11.	Age			
12.	Residential Address Village Name/Town Name/Locality /Pin Code/ District/Zone			
13.	Month & Year upto which Beneficiary is valid			
14.	Department Reference No, if any			
15.a	Bank Name			
b	Branch Address			
c	IFSC Code			
d	MICR			
e	Account No.			
16.	Category	SC/ST/OBC/Minorities (Tick)		
17.	University Fees paid	Receipt No.	Dated	Amount
18.	Hostel	Receipt No.	Dated	Amount
19.	Day Scholar			

Sanskrit
25/11/17

Part-II			
		Father / Guardian (a)	Mother / Guardian (b)
20	Name (mention relation with Guardian)		
21	Mention surviving / deceased		
22	Govt. or Private Employed		
23	Self Employed (Mention name of business)		
24	Highest educational degree		
25	Total Annual Income from all known sources (Salary + Business)		
26	Total Family Income (a) + (b)		

Part-III (Enclosures) All self-attested This list is not comprehensive student has to attach all documents as required under relevant Scheme.	
27	Application in prescribed proforma
28	Copy of online generated application
29	Caste certificates
30	Income certificate issued by Distt. Revenue Authority
31	Mark sheets of 12 th for the 1 st year student only
32	First year students have to submit JEE Rank Card.
33	Mark sheets of previous semesters.
34	If Involved in any disciplinary case. If yes, detail of case (Copy of order)
35	Copy of Death Certificate of parent (if applicable)
36	Cancelled Cheque (Account must be in name of student only)
37	Copy of Aadhar Card
38	Copy of fee receipt for year of claim
39	Original bills for books, Computer etc.
40	Original bills for boarding lodging , rent receipts, hostel charges

Part IV: Undertaking		
<p>I do hereby affirm and declare that the information given above and in the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that in case I am guilty of giving false information or concealment of facts herein, and in case any of the attached documents/certified etc. are found fake/wrong, I will be personally responsible for the same and I will be liable to be punished with imprisonment and/or fine as per the relevant provisions of Law. I also undertake that the benefits availed by me by furnishing such false information of concealment of facts shall be liable to be summarily withdrawn and I undertake to refund the financial benefit availed by me.</p> <p>I, further undertake that I am eligible for this Scholarship and has not availed any financial support or Scholarship from any other Govt. or Non-Govt. agency for pursuing this course. I, further indemnify DTU and its officers from such loss, arising out of my wrong submission and I will make such loss good. I understand that I am submitting the self-declaration in view of the policy to do away with the court affidavit.</p> <p>I am submitting this undertaking for the purpose of:</p> <p>1. Scholarships (mention name/schemes)</p> <p>2. Any other (mention specific purpose)</p>		
	Student (pl sign all pages)	Parent
Name		
Sign		
Date		
Place		
Mob. No.		
Email-id		

Singh
17/7/17