



Indian Institute of Technology Bombay Frequently Asked Questions (FAQs)

*For Institute Scholarships
For UG and M.Sc. programmes*

Note: These FAQs contain general information about institute scholarships. For updated/ latest information of specific scholarship round, office memorandum of that scholarship round, may kindly be referred. In case of any variance of information in the office memorandum from these FAQs, information in the office memorandum will be considered as final.

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SECTION I: ABOUT SCHOLARSHIPS

I.1) What are different types of scholarships/ remission of fees offered to the Institute's Undergraduate students?

Ans. Following are the scholarships/ Remission of fees offered for Undergraduate students:

- i. Institute Merit-cum-Means Scholarship (MCM)
- ii. Facilities of Free Messing (for students from SC/ ST category)
- iii. Remission of fees
- iv. Women merit scholarship (for eligible women students)

I.2) What are different types of scholarships/ Remission of fees offered to the Institute's M.Sc. students?

Ans. Following are the scholarships offered for M.Sc. students:

- i. Institute Merit-cum-Means Scholarship
- ii. Facilities of Free Messing (for students from SC/ ST category)

I.3) Do I need to apply separately for both fee remission and MCM scholarship?

Ans. No. The student should apply for scholarship through online portal. The most beneficial scholarship will be awarded to the student. [Provided all eligibility conditions are fulfilled].

I.4) Will my application be rejected, if 25% of quota exceeded under MCM category?

Ans. Application is not rejected. The most beneficial scholarship will be awarded to the student provided all eligibility conditions are fulfilled. An appropriate decision will be taken by the Scholarship committee.

I.5) How will I get information about the application deadline & other dates pertaining to institute scholarships?

Ans. Office memorandum for inviting scholarship application is issued and sent on student-notices through e-mail for every scholarship round. Please refer Scholarship calendar available on Academic office website of IIT Bombay.

I.6) How many rounds are there for inviting scholarship applications in an academic year?

Ans. Generally, scholarship applications are invited twice in **an Academic year** as detailed below:

- i. In Autumn Semester: for entire Academic year i.e. Autumn and Spring semesters.
- ii. In Spring Semester: for Spring semester only.

I.7) If I get Remission of fees for entire academic year during Autumn semester round, can I apply for MCM in Spring semester round if my CPI improves?

Ans. Yes.

I.8) Can I receive MCM/ Remission of fees/ Free Messing, if I am already getting Named scholarship?

Ans. No. As per the rules, a student cannot avail two scholarships at the same time.

I.9) Can I avail any other scholarship, if I am already in receipt of Institute Scholarship?

Ans. No. Students cannot avail any other scholarship, if in the receipt of Institute Scholarship. (Also refer I.23)

I.10) Can I apply for Scholarship (MCM/ Remission of fee/ Free Messing/ Named) only once for the entire duration of programme?

Ans. No. Student is required to apply for the scholarship in every Academic year.

I.11) If I do not apply for Scholarships/ Remission of Fee in a year, is there any objection to apply for the same in the next year(s) as a new application?

Ans. No, the student is eligible to apply for the scholarship in next Academic year.

I.12) Will the refund of tuition fees/ hostel room rent for the students who are awarded MCM/ Remission of Fee/ Free Messing is paid directly to student's bank accounts linked in the ASC portal?

Ans. Yes. If the student had already paid the fees to the Institute.

I.13) Can a student avail "Interest subvention under the Vidyalaxmi scheme" along with MCM/ Remission of fees?

Ans. No. The student cannot avail the "Interest subvention under the Vidyalaxmi scheme" along with MCM/ Remission of fees.

I.14) If the student is awarded MCM/ Remission of fees in autumn round, will the student be required to pay reduced amount of fees for spring semester?

Ans. Yes, the reduced amount of fees will be reflected in the fee payment portal for the spring semester.

I.15) How can I apply for Scholarships?

Ans. The students are required to apply for the scholarship through the interface available at my.iitb.ac.in. The application process and details are provided in office memorandum, which also can be accessed when the student login to the application portal.

I.16) I missed the deadline. Can I submit an offline application?

Ans. No. There is no provision for offline application.

I.17) Can I submit an offline application within the deadline?

Ans. No. There is no provision for offline application.

I.18) How do I know if my application is filed successfully?

Ans. Once the application is submitted successfully, the student will receive an auto confirmation Email with the attachment of Scholarship form and income proof submitted. The student may download it as a PDF for future reference.

I.19) I need a clarification regarding filing an application or documents to be submitted. What should I do?

Ans. The details with regard to filling the application form are provided in Office Memorandum for the scholarship.

I.20) I am in receipt of MCM/ Remission of fees/ Free Messing in autumn round. Do I need to apply for the Scholarship/ Remission of fees in spring round.

Ans. If the student is awarded MCM/ Remission of fees/ Free Messing in Autumn round, then the student is not required to apply again for the same in spring round.

I.21) I have been awarded institute scholarship. I also recently secured external scholarship I would however prefer to retain the Institute scholarship. What should I do?

Ans. The student can retain only one scholarship at a time. The student should surrender the external scholarship and submit proof of surrender to the Academic section to retain the Institute scholarship. If student could not surrender external scholarship, student should surrender Institute Scholarship.

I.22) My name is in the award list. But I am yet to receive scholarship money. What should I do?

Ans. The student may write to Student Accounts Unit at sau@iitb.ac.in

I.23) I have been awarded institute scholarship. I also recently secured external scholarship, which I would like to retain. What should I do?

Ans. The student can retain only one scholarship at a time. The student should surrender the Institute scholarship and refund the amount of scholarship received and submit the proof thereof in the Academic Section in person or write to ugscholarships@iitb.ac.in.

I.24) What is the procedure to surrender Institute scholarship?

Ans. The student may contact Scholarship unit, Academic section in person or write to ugscholarships@iitb.ac.in.

I.25) I have applied for the MCM/ Remission of fee/ Free Messing scholarship of our Institute. Can I apply other external scholarships?

Ans. The student may apply for the external scholarships. However, he may retain only one scholarship out of external/Institute scholarship and surrender the other one.

SECTION II: ELIGIBILITY CRITERIA

II.1) What is the eligibility criteria for MCM scholarship?

Ans. Kindly refer the following link: https://www.iitb.ac.in/newacadhome/MCM_UG.pdf

II.2) What is the eligibility criteria for Remission of fees?

Ans. Kindly refer the following link:
https://www.iitb.ac.in/newacadhome/Remission_Fees_UG.pdf

II.3) What is the eligibility criteria for Free Messing?

Ans. Kindly refer the following link: https://www.iitb.ac.in/newacadhome/Free_Messing_UG.pdf

II.4) Is FR/ DR/ DX/ W grade a bar for award of MCM/ Remission of fees/ Free messing scholarship?

Ans. No.

II.5) Which CPI is considered for award of scholarship for on roll students?

Ans. For Autumn round of scholarship, CPI of previous Academic year is considered and for Spring round, CPI of Autumn semester of that Academic year is considered. E.g. for Autumn 2024-25, CPI of Academic year 2023-24 will be considered whereas for Spring 2024-25, CPI of Autumn 2024-25 will be considered.
For new entrants, rank in the qualifying entrance exam would be the criterion in their first year. In subsequent semester/years, the academic performance of the preceding academic year/semester would be the criteria.

SECTION III: SUPPORTING DOCUMENTS

III.1) What are the income proof documents that are required to be submitted along with scholarship application?

Ans. Scholarship application should be submitted along with copy of Income Certificate for the applicable Financial Year issued by a Competent Authority. Kindly refer the to the appendix of the Office Memorandum inviting scholarship application. **From 2024 – Autumn semester onwards ITR acknowledgement/ IT Return will not be considered for Scholarship application.**

III.2) What is an Income Certificate?

Ans. An Income Certificate is a document issued by the States/ Union Territories certifying a person's annual income or a person's family income from all sources. The Competent Authority for issuing Income certificate varies from state/ UT to state/ UT.

III.3) Which year's income certificate need to be submitted?

Ans. Income proof against the notification in an academic year should be of preceding financial year. For example: If notification is issued in the Academic Year 2024-25, then the income proof should be for the Financial Year 2023-24 (1st April 2024 - 31st March 2025).

III.4) What should be the date of issue and validity of the income certificate?

Ans. **Date of Issue:** For an application filed in a particular academic year, the submitted income certificate should be the one issued on or after April 1 of the calendar year in which that academic year begins. For example, for a Office Memorandum issued in the Academic Year 2024-25, the income certificate should be issued on or after April 1, 2024.

Validity: It should be valid at least till 31st March of the Academic Year in which the Office Memorandum is issued. For example, for an Office Memorandum issued in the Academic Year 2024-25, the income certificate should be valid at least till 31st March 2025.

III.5) The income certificate that I currently have is issued before April 1st of the calendar year corresponding to start of the Academic year in which I am filing an application and the certificate is valid for the entire financial year. Can I use this for the application?

Ans. No. For an application filed in a particular academic year, the submitted income certificate should be the one issued on or after April 1 of the calendar year in which that academic year begins. For example, for the Academic Year 2024-25, the income certificate should be issued on or after April 1, 2024.

III.6) The Tehsildar issued the income certificate on 05/03/2023. The certificate states that it is valid for three years from the date of issuance. Can it be submitted with the application for the Academic Year 2024-25?

Ans. No. For the Academic Year 2024-25, the income certificate should be issued on or after 1st April 2024.

III.7) I am applying for scholarship for the Academic Year 2024-25 and my income certificate is valid till 14 January 2025. Will it be, ok?

Ans. No. Income certificate should be valid until 31 March 2025.

III.8) I am applying for scholarship for the Academic Year 2024-25 and my income certificate was issued in January 2024. Can I use this certificate for the Scholarship of Academic Year 2024-25?

Ans. No. Income certificate should be issued on or after 1st April 2024, for the scholarship of Academic Year 2024-25.

III.9) I am applying for scholarship for the Academic Year 2024-25 and my income certificate was issued in April 2024 with a validity of 6 months, i.e. up to October 2024. Will it be valid?

Ans. No. Income certificate should be valid until 31 March 2025.

III.10) If my both parents are expired, what documents should be produced to receive the Scholarships/ Remission of fees?

Ans. Student is required to submit an affidavit and death certificates of both parents. [Pre-printed affidavit format can be obtained from the Academic Section either on email ugscholarships@iitb.ac.in or in person

III.11) If one of my parents has expired, what documents should be produced to receive the Scholarships/ Remission of fees?

Ans. The student is required to submit copy of the income certificate of one parent along with copy of the death certificate of the other parent.

III.12) If my parents are divorced, what documents should be produced to receive the Scholarships/ Remission of fees?

Ans. These are dealt with on a case-to-case basis by the Scholarship Committee. Please contact the academic office (ugscholarships@iitb.ac.in).

III.13) What can be done if name of my parent on income certificate is different from name on the Academic office records?

Ans. Parent name on income certificate should match with Academic office records. In case of discrepancy, student may contact Scholarship Unit, Academic Office for resolving the same before filing the scholarship application.

III.14) Income Certificate issued by office of Tehsildar or office of issuing authority as mentioned in the list of Competent Authority but signed by someone else. Is it ok?

Ans. No. The student should submit the Income Certificate duly signed and stamped by the Competent Authority of the respective State/ UT.

III.15) I have an online link where all required documents are available for download. Can I provide this link instead of uploading the documents?

Ans. No. All documents must be uploaded through online application portal only.

SECTION IV: TECHNICAL/ PORTAL RELATED ISSUES

IV.1) Do I need to update bank account details on ASC for Scholarship?

Ans. Yes. Students are required to maintain updated bank account details on ASC portal.

IV.2) What will happen to my application after submission?

Ans. The academic section would process your application and decision of the Scholarship committee will be communicated to the students in due course of time.

IV.3) Can I edit/ update my application or upload documents after submission?

Ans. No. Students are not allowed to edit and update the scholarship form after final submission.

IV.4) Whom to contact in case of any difficulty in accessing the scholarship portal for submitting my scholarship application?

Ans. Students may write to asc.help@iitb.ac.in for technical issues with a copy to ugscholarships@iitb.ac.in.

IV.5) I submitted the application on ASC portal successfully with relevant documents as specified in the office memorandum, how do I know whether I have been awarded the scholarship or not?

Ans. The decision of the Scholarship committee with regard to award of scholarship/ re-submission of documents/ rejection of scholarship will be communicated to the students through Email.

IV.6) I submitted the application on scholarship portal successfully but did not receive the PDF of my application. What should I do?

Ans. For technical issues, student may write to asc.help@iitb.ac.in with a copy to ugscholarships@iitb.ac.in

SECTION V: MISCELLANEOUS

V.1) I do not meet the eligibility for any of the scholarships listed in the office memorandum. What are the other financial supports that I can apply for?

Ans. Financial support other than the scholarships the student can avail are (The eligibility criteria may vary for each of the category):

Financial support scheme	Point of contact for details about the scheme
Interest subvention under Vidyalaxmi scheme	Academic section, ugscholarships@iitb.ac.in
Student Benevolent fund	Office of Dean(SA)
Financial aid programme of IITBombay Alumni Association	https://www.iitbombay.org/page/financial-aid-program

V.4) I need a letter from IIT Bombay specifying the Competent Authority in my state/ city/ taluka for obtaining Income Certificate. What should I do?

Ans. The office memorandum for scholarship application issued by the Academic office may be used for this purpose. No separate individual letter is issued.