



राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

(An Autonomous Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

APPLICATION FORM FOR "MERIT-CUM-MEANS TUITION FEE

SUPPORT SCHOLARSHIP (McMTFSS)

Form to be submitted to Scholarship Cell in the Academic Office

ACADEMIC YEAR _____

FOR OFFICIAL USE ONLY

Sl No. of Application	Year	Discipline	Whether approved (Yes/No)

(Approving Authority Signature)

Affix a self attested
passport size
photograph

I. Student's Information

(a) Full Name (in block letters)

Surname																			
First Name																			
Middle Name																			

(b) Student's information

Date of Birth	
Gender (Male/Female)	
Academic Year of Admission	
Discipline	
Semester	
Roll No.	

(c) Applicant's Mobile No. _____
Email ID (Institute domain mail id) _____

(d) Permanent Address (Attach a copy of residential proof or domicile certificate)

House No.																			
Mohalla/ Street																			
City / Town/ Village																			
P. O.																			
District																			
State																			
Pin Code																			

(e) The student belongs to the category (Tick /Circle): General/EWS/OBC/SC/ST/PWD

(f) **Note:** Attach a certified copy of the relevant certificate

II. Parent's / Guardian's Information

(a) Father's Name:

(b) Mother's Name:

(c) Spouse/Guardian's Name:

Relationship with the Guardian:

(d) Parent's / Guardian's Contact Details.

Name	Landline Telephone (residence with STD Code)	Mobile No.	Email-id
Father			
Mother			
Spouse/ Guardian			

(e) Parents Profession/ Occupation Details: -

Sr. No.	Parent's / Guardian	Service*/ Business**	Designation/ Post	Name of the Organization
1.	Father			
2.	Mother			
3.	Spouse/ Guardian			

Note:- * Please specify the category of service clearly whether - Central Govt. / Public Under taking/ State Govt./ PSU/ Autonomous/ Private/ ** Self-employed/ Business/ Firm

(f) Office/Work Address: - Parent's / Guardian's

(For those in Service):- Father/Mother/ Guardian

Name & Address of the employer organization:

Telephone No.:

Website:

(For those in Service): - Father/Mother/ Guardian

Name & Address of the employer organization:

Telephone No.:

Website:

(For those in Business): - Father /Mother/ Guardian

Name & Address of the business:

(Establishment/ Office/ Shop, etc.)

Telephone No.:

Website:

(For those in Business): - Father /Mother/ Guardian

Name & Address of the business:

(Establishment/ Office/ Shop, etc.)

Telephone

No.: Website:

III. Financial Information:

(a) Whether the student is getting subsidy / scholarship / financial assistance from Central/ State Govt./ PSU/ Trusts/ Private entities or persons or any other source Yes/No

If yes, (Copy of document(s) may be submitted)

(i) Name of the granting institute/ agency :-

(ii) Address of the granting institute/ agency :-

(iii) Amount granted :-

(b) If the parents are getting reimbursement of tuition fee or financial assistance fully or partly from their employer, furnish the details of the same.

The details of the same, if not, a certificate from the employer in this regard.

(c) Provide information if the source of funding for applicants education at NID MP is from sources other than family income (If any, bank loan, etc.)

IV Details of the bank account in which financial assistance has to be deposited:

Name of the Bank	
Branch name & IFSC Code	
Bank A/c. name & No.	

V Educational Indicators

(i) SGPA Obtained in:

S.No	Semester	SGPA	AGPA
1	1 st		
2	2 nd		
3	3 rd		
4	4 th		
5	5 th		
6	6 th		

ii) Entrance examination Percentile for the students of 1st semester-----

VI a. Declaration by the Applicant:

i) I hereby declare that the information given in this application form and in all attached documents is correct.

ii) I shall abide by the term and condition of "McMTFSS" guidelines.

- iii) I have not been punished for any violation of Rules/ Code of Conducts in/off campus OR served notice for disciplinary violation during previous Academic Year.

Applicants Name

Signature

Date:

b. Declaration by Parents/ Guardian:

I/ We hereby declare that I/ we have read and agree to the information filled in this application form by my/ our ward _____(name of the student) studying in _____(semester) of _____(Discipline) and all documents attached with this application form.

Father's name:

Father's Signature:

Mother's name:

Mather's Signature:

Guardian's name:

Guardian's Signature:

Date:

Caution: This form not filled in all respect or any column left blank will be liable for rejection. If any column is not applicable to the applicant in the provided space mention "Not Applicable".

DOCUMENTS TO BE SUBMITTED FOR ANNUAL INCOME DETAILS BY DIFFERENT CLASSES OF PARENTS/GUARDIANS' OCCUPATION

1) For Salaried Class (Parents/Guardians who are in Service either Govt. or Private)

- a) Salary Certificate for the Financial Year **2025-26 (from 01.04.25 to 31.03.26)** in prescribed Form X given in Annexure 2 duly sealed/stamped by the Salary Disbursing Officer.
- b) Attested Copy of IT Form 16 to be issued by employer along with ITR for the year **2025-26** (Assessment Year **2026-27**) with acknowledgment. **Submission of these two documents is mandatory.** Low income group of salaried class, who need not submit IT Form 16 / ITR, they have to submit an attested copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TEHSILDAR/ Chairman/ Executive Officer of Municipal Corporation etc. instead of IT Form 16.

2) For Non-Salaried Class (Parents/Guardians who are not in Service such as Businessmen, Legal/Medical Practitioners, Consultants, Private Tutors, Retired without Pension /Self Employed persons etc).

- a) An Annual Income Affidavit for the financial year 2026-27 in a Non-Judicial Stamp for Rs.100/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form -"Y" (Annexure-3)**.
- b) Attested Copy of Income Certificate from local District Authorities like S.D.O./ B.D.O./M.R.O./TEHSILDAR/ Chairman/Executive Officer of Municipal Corporation etc. in addition to Income Affidavit and other documents as stated above & below.

N.B. : SUBMISSION THESE TWO DOCUMENTS as stated in 2 (a & b) above, are **MANDATORY** FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED PARENTS/GUARDIANS (such as Agriculture, Business class, self-employed, Legal/Medical Practitioners/Retired without Pension/Private Tutors/ Contractors/Consultants etc.)

- c) Attested copies of ITR Form/IT Return as applicable (to be attested by a Govt. Officer), for the year **2025-26** (Assessment Year **2026-27**) duly stamped/sealed from concerned Income Tax Office. Copy of Registration Certificate must be submitted in case of Medical Practitioner and Legal Practitioner.

Those who Retired without Pension, they have to submit Retirement/Termination/ Superannuating letter/documents/papers etc. along with Income Affidavit, Income & Non-employment Certificate from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TEHSILDAR, Executive Officer of Municipal Corporation, Panchayet Officer etc., Income Tax documents, if applicable, as stated in item 2) a, b, & c above.

3) For Pensioners/Family Pensioners:

- a) Annual Pension Payment Certificate for the year **2025-26** in prescribed For 'Z' given in Annexure-4 to be issued by the Pension Disbursing Officer.
- b) An Income & Non-employment Certificate from local District Authorities like S.D.O. /B.D.O./ M.R.O./ TEHSILDAR, Chairman/ Executive Officer of Municipal Corporation etc. for the year **2025-26** also to be submitted in addition to other documents as stated in item 3 (a) above.

Submission of all the documents as stated in 3 (a & b) above, are mandatory for the parents/guardians who are either pensioner or family pensioner.

- c) Copy of PPO, Superannuating/Retirement/Termination letter and attested copies of I.T. Documents, if any (such as ITR Form / IT Form16, IT return etc. for the current year, if applicable)

FORM – X**ANNUAL SALARY CERTIFICATE FOR THOSE PARENTS/GUARDIANS WHO ARE IN SERVICE**
(Government or Private Organization)**PART – I : Income from Salary (From Employer)**

1. Name and Address of the Employer:
2. Certified that is employed in this organization in the Post of, (Designation held by the employee) and that the break-up of his Gross Annual Income from Salary received in the financial year is as follows:

i)	<u>ITEM</u> Basic Pay	<u>TOTAL Amount for 12 months</u>
ii)	D/Pay	
iii)	DA/ADA/Relief	
iv)	H. R.A.	
v) vi)	Special Pay & Honorarium, Bonus, Arrears, etc. ,if any Other Allowances, if any	
	TOTAL	

Employer's Signature

(Official Seal)

Designation:

Date:

N.B.:

- 1) All the entries as stated in Column 2 above must be supported by attested copy of IT Form 16 for the corresponding financial year of Annual Salary Certificate along with relevant ITR, if any.
- 2) Guardians who need not submit IT Form 16/ ITR due to their Low annual Income (Govt. or Pvt. Service), they must have to submit the following additional documents along with Annual Salary Certificate as per Form 'X' – Annexure-2 above:
 - i) a certificate from Employer/Salary disbursing officer stating that their annual income is Not Taxable and they need not produce IT Form 16 and
 - ii) an Annual Income Certificate for **2025-26** from District Authority like S.D.M/S.D.O.(R)/Tehsildar/ Naib Tehsildar/ Anchal Officer/ Executive Officer or any other authorized official. as stated in Col.2 (b) of Annexure-1 : Submission of these documents as stated above in Col : 2 (i) & (ii), along with annual Salary Certificate in prescribed Form 'X' (Annexure-2), is **mandatory** for the parents/guardians' having low salaries Income group ./ Private Job, who could not submit Income Tax documents/ ITR.

PART – II : Income from other sources

DECLARATION BY THE PARENTS/GUARDIAN OF THE STUDENT

I declare that my/my family's Annual Income from other sources during the financial year _____ was as follows in addition my Salary Income:

Income from :

- a) Landed Properties (Certificate from Tehsildar) : Rs.
- b) Agriculture : Rs.
- c) Investment in Bank/Post Office/Unit Trust etc. : Rs.
- d) Share Certificates/Debentures : Rs.
- e) Other sources : Rs.

Total : Rs.

Plus Total of Salary Income as stated in item No.2 of Part-I Rs.

(Pl. see pre-page)

Gross Annual Income = Rs.

Further I declare that the information given above is true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter, is liable to be withheld or discontinued at the discretion of the authorities of the National Institute of Design Madhya Pradesh, without assigning any reason. If subsequently (after award of McMTFSS Scholarship to my ward) it is found that he/she has been granted any other Scholarship/ Stipend /Financial Assistance etc. by any Govt./Non-govt. organizations for the same period, I shall bound to refund the entire amount of Scholarship/ Free studentship/ Stipend/ Financial Assistance etc. to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Scholarship/Free studentship amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect/ false later on.

Date:

Signature of the Parents/Guardian:

Full Name:

Address with Pin Code:

Phone No., if any:

FORM-Y

FORMAT OF INCOME AFFIDAVIT

(FOR USE OF THOSE PARENTS/GUARDIANS WHO ARE NOT IN EMPLOYMENT ANYWHERE AND DERIVES INCOME FROM SOURCES OTHER THAN SALARY/PENSION)

(To be submitted on Non-Judicial Stamp paper of Rs.100/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/Smt _____ a resident of _____ solemnly declare that:

1. My son/daughter Mr/Ms _____ is currently studying at the National Institute of Design Madhya Pradesh, in ___Course in the Department of ___ in Semester ____.
2. He/ She is an applicant for the award of Merit-cum-Means Scholarship / Free Studentship for the Academic Year _____.
3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year ____ i.e. During the period from 1st April, _____ to 31st March, was as mentioned hereunder (Supported by document) :
 - (A) From my own profession as indicated: (Documents as per Annexure-1 to be enclosed)
 - i) Income from Business/Medical practice Legal Practice/Engineering Consultancy etc. Rs. _____ p.a.
 - ii) Income from Agriculture Rs. _____ p.a.
 - iii) Income from Landed Properties Rs. _____ p.a.
 - iv) Income from Investment in Bank/Post Office etc. Rs. _____ p.a.
 - v) Income from Share Certificates/Debentures Rs. _____ p.a.
 - vi) Income from any other sources (i.e. Retirement Benefits for VRS/VSS etc., if any Rs. _____ p.a.
 - (B) Income of my spouse (if any) Rs. _____ p.a.

(Also provide applicable format as per Annexure :1 "Documents to be submitted for annual income details by different classes of Parents/Guardians' Occupation")

(C) Income in the name of my son /ward (if any).

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

: 2 :

Further I declare that the information given above are true. I understand that the Merit-cum-Means Scholarship/Free Studentship/ if awarded to my son/daughter, is liable to be withheld or discontinued at the discretion of the authorities of the National Institute of Design Madhya Pradesh, without assigning any reason. I declare that we will follow the prescribed guidelines and I shall also be personally held responsible for the refund of the Scholarship/ Free studentship amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

(Signature of Parents/Guardian)

Sworn before me this _____ day of _____ 20 _____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public

FORM- Z

(FOR PENSIONER/FAMILY PENSIONER ONLY)

(PENSION / INCOME CERTIFICATE (F R O M EX-EMPLOYER)/ FOR THOSE PARENTS/GUARDIANS WHO ARE PENSIONER (RETIRED FROM SERVICE) OR THEIR SPOUSE IS GETTING FAMILY PENSION

PART -I Income from Pension / Family Pension

1. Name and address of the Ex-Employer : with P.P.O. No. :
2. Certified that _____ was employed in this Organization/superannuated from in the capacity of _____ (post held by the retired employee) and that the break-up of his/her Annual Income from Pension /Family Pension received in the financial year _____ is as follows :

ITEM

TOTAL Amount for 12 months

i) Basic Pension/F. Pension	: Rs.
ii) Dearness Relief	: Rs.
iii) Other Allowances, Arrears, if any	: Rs. _____
Total	: Rs. _____

Signature of Ex-Employer/Pension
Disbursing Authority : _____

Designation : _____

Date : (Official Stamp)

PART_ II :INCOME FROM OTHER SOURCES

DECLARATION BY THE PARENTS/GUARDIAN

I declare that my/my family's annual income from other sources during the financial year _____ was as follows in addition to my pension income :

Income from :

- a) Landed Properties (Certificate from Tehsildar) : Rs.
- b) Agriculture : Rs.
- c) Investment in Bank/Post Office/Unit Trust etc. : Rs.
- d) Share Certificates/Debentures : Rs.
- e) Income of siblings of the student
- f) Other sources : Rs.....

Total = Rs.

Plus Total of Pension Income as stated in item No.2) (i to v) of Part-I Rs. (Pl. see pre-page)

Gross Annual Income = Rs. _____

Date : Signature of the Parents/Guardian : _____
Full Name : _____
Address with Pin Code : _____
Phone No: (if any) : _____

N.B. : Those Pensioners who need not to file Income Tax Return (ITR) due to Low Annual Pension/Income, they must have to submit an Income & Non-Employment Certificate for 2021-22 from local District Authorities like

S.D.M/S.D.O.(R)/Tehsildar/ Naib Tehsildar/ Anchal Officer/ Executive Officer or any other authorized official. as applicable along with Annual Pension Certificate duly filled in as per above stated format (Form-Z, Annexure- IV).

SUPPORTING DOCUMENTS TO BE SUBMITTED WITH DULY FILLED APPLICATION FORM

- a) One self-attested recent passport size photograph with signature.
- b) Copy of receipt of fee paid (receipt for the current semester).
- c) Copy of PAN card of parents/spouse/guardian/ applicant.
- d) Copy of Passbook of Aadhar based Bank Account in the name of the applicant.
- e) Copy of Aadhaar Card of the applicant.
- f) AGPA Report of previous Academic Year/ Percentile Certificate of Entrance exam for 1st year students.
- g) Undertaking by student to the effect that he/she is not in receipt of any financial assistance from any other source along with document/certificate (if any). If it is being received then the details regarding it.
- h) If the parents are getting reimbursement of tuition fee or financial assistance fully or partly from their employer or any other source, furnish the details of the same. In case no reimbursement given by the employer, a certificate from the employer in this regard.
- i) Declaration/ Certificate/ Affidavit as per Annexure 1, 2 and 3 for Annual Income declaration along with supporting documents as applicable.
- j) Copy of all pages of parents/ spouse/ guardian's Passport.
- k) Proof of permanent residence of the applicant.
- l) Latest Income Tax returns copy/Form 16 for Salaried and Form 16A of the Parents/Spouse/ Guardian
- m) Category Certificate
 1. General Category students- Gen-EWS Certificate
 2. OBC Category Students- OBC- NCL certificate
 3. SC/ST/PWD- SC/ST/PWD certificate

Note: Applications incomplete/ without relevant supporting enclosures/ not in prescribed format will be summarily rejected.